



YEAR 12 ATAR COURSE EXAMINATION INSTRUCTIONS

(These generic instructions must be read verbatim to candidates by the supervisor prior to the commencement of a written examination. Further course-specific instructions will follow.)

(When the candidates enter the room, the supervisor must say)

Please find your seats quietly. Leave all booklets closed for the present.

(When candidates are settled and quiet, the supervisor must say... [adjust this instruction for a school-based examination context])

Place your open *Personalised Examination Timetable* at the top right-hand corner of your desk below your candidate place card. Please check that the WA student number on your place card is the same as the WA student number on your *Personalised Examination Timetable* and identification label/s.

If you do not have your *Personalised Examination Timetable*, raise your hand.

(If a candidate does not have their Personalised Examination Timetable the supervisor must issue a Candidate Identification Check. Allow time for the completion of this form.)

(The supervisor must then say)

This is the < *name of ATAR course* > ATAR course examination.

Do not open the Question/Answer booklet or start work until told to do so.

The materials required for this examination are listed on the front cover of the Question/Answer booklet. Items to be provided by the supervisor have been provided for you. Items to be provided by you, the candidate, are as follows ...

(Read the Standard items and Special items to be provided by the candidate, as shown on the front of the Question/Answer booklet).

No other items can be brought into the examination room. It is your responsibility to ensure that you do not have any unauthorised material in the examination room.

Check your pockets and person now for unauthorised items such as:

- mobile phone
- analogue or smart watch or Fitbit or similar device
- mobile device that has wifi and/or bluetooth capabilities
- mobile storage device
- non-approved calculator
- calculator cover
- non-transparent pencil case
- non-approved notes or any other print material relevant or irrelevant to this examination, (for example, writing on the back of your hand or arm, or blank paper)
- headphones, earplugs, earbuds or other unauthorised listening device
- wallet, purse or bag
- food, lollies or chewing gum
- or any other unauthorised item.

Raise your hand if you have an unauthorised item in your possession. The item will be collected and placed at the front of the room. If you have a mobile phone, turn it off. If you have a watch, turn off any alarm that may be set. You can collect the unauthorised item when you leave the room on completion of the examination. Be aware that your pockets will be checked by a supervisor on leaving and re-entering the examination room for a toilet break or other approved break. Toilet cubicles will be checked before and after a toilet break.

If you are found to be in possession of an unauthorised item after the commencement of reading time, the item will be removed from you and you will be required to complete a *Breach of examination rules* form after the examination. If the Breach of Examination Rules Committee finds that you have breached examination rules, this could result in a penalty incurring a loss of examination marks.

You must not communicate with any other candidate or copy from the work of any other candidate. If anyone is found guilty of a dishonest act, his or her paper may be cancelled.

Do not tear any pages out of the Question/Answer booklet.

If you require extra space to complete an answer, please use the pages at the back of the Question/Answer booklet. If you still require extra space, raise your hand and an Additional Answer booklet will be provided. You must complete only one answer in each Additional Answer booklet. All examination answer booklets must be handed to the supervisor at the end of the examination.

If you spoil a question, request an Additional Answer booklet.

These instructions and instructions relating to specific Year 12 ATAR course examinations are included in the *Year 12 information Handbook Part II: Examinations*, published on the School Curriculum and Standards Authority website.

If at any time you feel ill or wish to speak to a supervisor, raise your hand. Are there any questions?

(Pause at this stage and deal with any questions.)