

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 have been admitted into the examination)

Please find your allocated seat without talking. Leave all booklets closed.

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

Place your signed *Personalised written examination timetable* and photo ID on the top right-hand corner of your desk just below your candidate place card. Confirm that your WA student number is the same on your place card, signed *exam timetable* and identification label/s.

Raise your hand if you do not have your signed *exam timetable* or *photo ID*.

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

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

Do not open any booklet or start work until instructed.

The time for this exam is listed on the front cover of the exam booklet.

The materials and items required for this exam are listed on the bottom section of the front cover of the Question/Answer booklet, this will be referred to as exam booklet in these instructions.

For the *<name of ATAR course>* exam, the materials provided to you are as follows *<read items>*.

Raise your hand if you do not have the materials provided to you.

(Supervisor will read the Standard items to be provided by the candidate, as shown on the front of the Question/Answer booklet) and if required, the Special items.)

Standard items you are approved to bring into this exam are *<read standard items>*.

The special items you are approved to bring into this exam are *<read special items>*.

By entering this exam room, you agree to and will abide by the rules and conduct for these exams that are contained within Part II of the Year 12 Information Handbook on the School Curriculum Standards Authority website.

Now is a final opportunity to declare any unauthorised materials you may have in this exam room without incurring a breach of exam rules. Check your pockets and person now for any unauthorised items.

Raise your hand if you still have an unauthorised item in your possession.

If this exam permits use of a calculator and you are unsure that your calculator is approved, raise your hand.

(Pause at this stage if no hand is raised move on to next instruction.)

(If a candidate raises their hand because they have an unauthorised item in their possession provide them with paper bag and if the item is a phone and/or watch ask them to turn off and ensure alarms have been disabled and say:)

Place the item in the paper bag and place it under your chair. It must remain there until you complete your exam.

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

At any time during the exam, if you require a toilet break you will need to raise your hand. A supervisor will escort you to and from the exam room and you will be asked to turn out your pockets on leaving and re-entering the room.

Raise your hand if at any time you feel ill or wish to speak to a supervisor.

I will now go through the *<name of ATAR course>* exam booklet page by page.

Do not pick up or use any standard or special item or mark the exam booklet in anyway.

You may now open and turn each page of the exam booklet with me.

The front cover contains general information.

Page 2 contains information on the marks and weighting of each section of this exam. Read this page during reading time.

(Supervisor will read the first 3 words and last 3 words of each page of the exam booklet and any additional examination materials. Once these tasks are completed.)

Close the *<name of ATAR course>* exam booklet.

Peel off your candidate identification label and stick it evenly between the top and bottom lines of the box on the front cover of your booklet.

In the space provided on the front cover of your exam booklet, use a blue and black pen to write your WA student number in figures and words. An example is on the board. Do not copy the example. Place your pen down immediately when finished.

Finally, check that your WA student number in figures and words is the same as on your *Personalised written examination timetable*.

Do not tear any pages out of the booklet/s.

There are supplementary pages at the back of your exam booklet if you require extra space.

If you still require extra space, raise your hand and an Additional Answer booklet will be provided. Complete only one answer in each additional booklet.

If you use Additional Answer booklets, then the box on the front of your exam booklet must be marked with the exact number of additional booklets used.

All exam booklets must be handed to the supervisor at the end of the exam.

Please put your pens down now.