



EXAMINATIONS POLICY

Definition

Examinations are one form of assessment using a formalised, systematic procedure for obtaining a picture of a student's performance or ability.

Rationale

The Mount Lilydale Mercy College Mission Statement values a curriculum that:

- offers a dynamic, challenging, rich and diverse range of learning experiences;
- stimulates each student to strive for personal excellence;
- encourages a high level of motivation, independent learning, perseverance, initiative and creativity;
- values a culture of excellence where personal responsibility and pride in performance will help students to reach their potential; and
- prepares students for a changing and challenging world.

Examinations are one mechanism to assess overall understanding of content. They enable students to develop study, comprehension, analytical and time management skills. Examinations provide a common experience for the culmination of a unit of work. As all VCE 3 and 4 units have an external formal examination component worth up to 70% of the total mark, Mount Lilydale Mercy College has introduced formal examinations from Year 10. This will provide students with the necessary background to effectively undertake VCE.

Implementation

Scheduling

Examinations will be scheduled ensuring there is appropriate time for feedback; realistic timelines regarding report writing; effective organisational strategies; and optimal use of teaching and learning time.

- formal semester examinations will occur for Year 10 and VCE Units 1 and 2, in all subjects except for students which are exempted after a formal application to the Curriculum Innovation and Management Team;
- Year 11 examinations will be scheduled at the end of the semester;
- Year 10 examinations for core subjects will be scheduled at the end of semester 1 and at the end of Semester 2. Some examinations will require the suspension of the usual timetable while other examinations for elective subjects will be scheduled during regular double periods. These later examinations will be scheduled close to the end of the semester. To ensure the integrity of the process, subjects with more than one class may require the preparation of more than one examination to cater to the different time scheduling;
- testing may occur in scheduled classes at any time. Teachers of Years 7, 8 and 9 may wish to hold more formal tests in a double lesson towards the end of the semester. Individual teachers and/or faculties make such decisions;
- students must receive feedback on exam performance. Time for feedback on examination performance will occur in the weeks following the examination, before the end of semester for semester based units or at the beginning of Semester 2 for VCE units;
- the calendar is to be accurate and strictly adhered to so that scheduling of examinations is not unnecessarily disrupted;
- students are expected to attend scheduled examinations. Parents should not take their child out of school during examinations unless there are exceptional circumstances and alternative arrangements negotiated with the appropriate Learning Coordinator or Campus Director;
- exams are compulsory in nature for all students;
- students must attend exams with Photo ID (i.e. student ID card) and present for each examination.

Preparation

Students need to be aware of expectations in an examination situation including how and what to prepare (techniques and approaches), rules in the examination room and how to make effective use of time under examination conditions. All teachers should spend time providing SPECIFIC strategies for preparing for the examination. This may include exploring learning styles, memorising material, managing time under exam conditions, sample questions, revision of content, understanding mark allocations and rules for exams.

- students in Year 10 undertaking Unit 1, 2 subject will complete their examinations during the normal examination period and not during the Year 11 examination period;

- students in Year 11 undertaking a Unit 3, 4 subject must attend all of their Year 11 classes during the VCAA period with the exception of any classes being held on the day of their Unit 3, 4 examination. Any other absences will be treated as per the normal absentee policy. It is an expectation that students in Year 11 studying a Year 11 subject maintain their priority in their other year all subjects. Under special circumstances the Campus Director - Learning, or Deputy Principal of Studies may grant a student additional preparation time and approve absence from classes prior to the examination period.

Policy Development and Review

This policy was developed in 2000 by the Director of Learning in consultation with Deputy Principal – Director of Studies, Wellbeing Coordinators, Campus Directors (McAuley), Daily Program Coordinator and other interested staff. The policy was written by the Director of Learning and was reviewed in 2005, 2007, 2009 and 2011. This policy will be reviewed in August 2013.