

EXAM POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:
keysborough.sc@education.vic.gov.au.

PURPOSE

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Exam results must be included on semester reports. This allows a history of a student's academic performance in exams across the year levels to be recorded. However, exams are not to be used to determine whether a student has satisfactorily completed a semester/Unit. The conditions under which exams are held should replicate VCAA rules as much as possible

If students have a valid reason for missing an exam, such as illness documented with a medical certificate, then they should provide their relevant year level TTL/M with this documentation.

DURATION OF EXAMS (YEARS 7-11) SUBJECTS AND LENGTH

Year 7 - 9

Year 7 – 8

Humanities, Science, Mathematics, LOTE

65 min exams (5 min reading time plus 60 min writing) run during class time

Year 7 – 9 Semester 1

English/EAL

65 min exams (5 min reading time plus 60 min writing) run during class time

Year 7 – 8 Semester 2

English/EAL - 65 min exams (5 min reading time plus 60 min writing) run during class time

Year 9 Semester 2

English/EAL - 90 min exams (5 min reading time plus 85 min writing) run as a whole year level exam

PAT-Reading and PAT-Mathematics testing run during class time (week prior to exam week)

Year 10

English and EAL

130 minutes (10 mins reading time plus 120 mins writing time)

Standard Maths

100 minutes (10 mins reading time plus 90 mins writing time)

Advanced Maths:

- Tech-free – 70 mins (10 mins reading time plus 60 mins writing time)
- Tech-active – 100 mins (10 mins reading time plus 90 mins writing time)

PAT-r & PAT-m testing

All other subjects 70 minutes (65 mins writing, 5 mins reading)

VCE Units 1 & 2

English and EAL

- Semester One: 10 mins reading time + 2 hours writing time
- Semester Two: 15 mins reading time + 3 hours writing time

Maths – Methods and Specialist:

- Tech-free – 70 mins (10 mins reading time plus 60 mins writing time)
- Tech-active – 100 mins (10 mins reading time plus 90 mins writing time)

All other subjects: 100 minutes (90 mins writing, 10 min reading)

VCE Units 3 & 4

Unit 3 & 4 Practice Exams

Students must sit practice exams for each of their subjects prior to the final Unit 4 VCAA exams.

Senior School Management Team will advise teachers as to the practice exam process and timing prior to the end of Term 3.

PROCESSES OF EXAMS

'Quarantine' period prior to exams

Prior to the exams there will be a period of time noted on the College calendar, quarantined from excursions to guarantee time for Subject teachers to cover course material and revision in a manner that supports effective exam preparation and improved learning outcomes. The duration of the quarantine period will be determined by the Junior and Senior School management teams.

No Year 7-11 excursions or incursions may run that will impact a student's attendance in other classes.

A VCE excursion designed to address a compulsory assessment requirement (SAC) where date availability is beyond the control of the organising teacher may still go ahead subject to Planning Approval.

Preparing and printing exams