



**MOUNT ANNAN HIGH SCHOOL**

**2024**

**TRIAL HSC EXAMINATIONS**

**Rules and Procedures for Students**

## Student Information:

- Year 12 HSC Trial Examinations 2024 commence in Week 4 on Tuesday 13<sup>th</sup> August until Week 5 Friday 23<sup>rd</sup> August.  
**NOTE:** Drama Practical Trial HSC Exam and Music Practical Trial HSC exam will occur on Monday 12<sup>th</sup> August
- There will be **No Lessons** during the examination period, including Monday 12<sup>th</sup> August. All year 12 students return to school on Monday 26<sup>th</sup> August, Week 6 Term 3 2024.
- Examinations are held in the designated rooms outlined on the exam timetable. Exams are carried out in the TOP of C BLOCK. Please read the timetable carefully and ensure you are at the correct room for the correct exam.
- **Be at the Learning Centre a minimum of 30 minutes before the scheduled examination starting time for EVERY exam. Students will sign on the attendance register and will be escorted to the Examination Room.**
- Students will be required to show their MAHS ID card upon arrival to each exam and students must place their ID card on their exam desk for the duration of all exams.
- Students who arrive more than one hour after an exam has started can enter the exam, but you will need to complete and submit an illness/misadventure form in order for your responses to be accepted.
- Use all the available time to complete examinations. **Students will NOT be permitted to leave examinations early.**
- Before you commence your exam, under the instruction of exam supervisors, please complete your Examination Attendance Slip which will be on your exam desk.
- Complete **SILENCE** is to be observed in the examination block at all times, no turning around or disruptive behaviour (please see below).
- There will be times where examinations for multiple subjects are held in the one room. Ensure you are doing the correct papers. If the examination for your subject concludes early, you must leave the examination room in silence and with extra caution to avoid disturbance to other students who are still doing their exams.
- Bring **ALL** your own equipment (including erasers, pencil sharpeners, and spare black pens and pencils) for each exam. All equipment will be checked upon entering the exam rooms. This includes glasses cases, lip balms, water bottles and watches. All equipment must be in a clear plastic sleeve and placed on the floor next to your exam desk during the exams.
- **There will be no borrowing of any equipment.** Only approved calculators are to be used. All your equipment must be in a clear plastic sleeve. Consult the NESAs website listed below and/or the poster in the Learning Centre.
- Mobile Phones, Ear Phones, Smart Watches are **NOT** to be brought into the exam rooms. If you bring them, they must be left in the Learning Centre. They will be locked away and collected at the end of the exam. If you are found with any of the above equipment during the exam it may be considered cheating and your paper may be cancelled.

- Avoid bringing bags! If you do bring a bag, it must be left in the Learning Centre. It will be locked away and collected at the end of the exam.
- There is to be no food consumed during exams this includes chewing gum, lollies etc.
- In general, students will not be allowed to go to toilet for the first and the last 30 minutes of any examination. Students who are going to toilet will need to sign out on the toilet register book before leaving the examination venue and sign in when returning. Students will use the senior toilets on the Top Walkway and will be supervised by an examination supervisor.
- **NO** writing is permitted during the reading time.
- Students are to write their **FULL NAME** and **NESA STUDENT NUMBER** on every writing booklet or answer sheet used.
- Students who come to school to utilise the study centre on non-exam days, or more than 30 minutes before a scheduled afternoon exam must sign in at the front office.
- Unacceptable behaviour during the examinations will not be tolerated and will be dealt with in the following way:
  - First Breach – Warning given to the student and the warning recorded on the front cover of the exam paper. Deputy Principal and Faculty Head Teacher for that exam will be informed immediately. Student to be moved and isolated in the examination room where possible.
  - Second Breach – Breach recorded and student asked to leave the examination room. The Breach is recorded on the front cover of their examination paper and the examination terminated for the student. Appeals will be processed as per the Year 12 Assessment Policy.
- **IF YOU ARE ABSENT FROM AN EXAMINATION FOR ANY REASON PLEASE RING THE SCHOOL ON 4648 0111.**
  - 1: Call the school on 4648 0111 to explain your absence. Ask to speak to Ms Cavaleri or one of the Deputy Principals to explain your absence.
  - 2: Contact your classroom teacher via your class Google Classroom. Inform your teacher about your absence asap.
  - 3: Contact your local doctor, go to the doctor and get a Medical Certificate to explain your absence. If your appointment with a doctor is via telehealth/telephone consult, you must get a Medical Certificate and/or evidence of your telehealth/telephone consult.
  - 4: Complete an illness/misadventure form and attach your medical certificate and/or documents which support/explain your absence.
  - 5: Bring the completed illness/misadventure form to the school and/or email it to your classroom teacher and the Deputy Principal Ms Cavaleri.
  - 6: Be prepared to sit the missed exam/s at any time during the exam period, following the expiry of your medical certificate. A school representative will notify you with the date and time of your catch-up exam. Please check your student emails each day, your class Google Classrooms and the Year 12 Cohort Google Classroom

### **What to bring:**

- Student ID card. This must be shown to exam supervisors upon your arrival and placed on your exam desk for the duration of each exam
- In a clear plastic sleeve: Black pens only, 2B pencil, eraser and sharpener, a ruler marked in millimetres and centimetres, highlighter/s, a scientific calculator
- A clear water bottle with no label or prints.
- Go to this website for further information:  
<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/exam-equipment-list>

### **What NOT to bring:**

- Mobile phones are not permitted in the exam room. Do not bring your mobile phone to any examinations
- Programmable watches, e.g. smart watches are not to be worn. Watches will be checked by exam supervisors
- Earphones / headphones are not permitted
- Electronic devices such as iPads, laptops, tablets, stopwatches
- Correction fluid, correction tape or white out is not permitted, this includes erasable pens.
- Bags. Where possible, do not bring bags / bulky items.
- Paper or printed materials including dictionaries. (Dictionaries may only be permitted in language exams)
- Please note; there is no sharing of equipment allowed during examinations. You must be prepared and bring your own supplies.
- Go to this website for further information:  
<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/exam-equipment-list>

### **Roles:**

During Trial HSC Examinations the following people play a very important roles in the management of exams. They include:

- Presiding Officer: Ms Soligo
- Exam Coordinators: Mr Murray and Ms Cavaleri
- Technical Support: Mr de Gruchy
- School Organisation: Mrs Murphy / Mrs Burch
- Principal: Mr Bates or delegate.

### **Contact Information:**

- School phone number: 4648 0111
- Ms Cavaleri's email address: [natalie.cavaleri1@det.nsw.edu.au](mailto:natalie.cavaleri1@det.nsw.edu.au)

**Year 12 Trial HSC Examinations 2024 Timetable  
Week 4 B**

**Drama Practical Trial HSC Examination**

**Monday 12<sup>th</sup> August 2024 8:30 am -3:00 pm  
Movement Studio**

**STUDENTS ARE REQUIRED 30 MINUTES BEFORE EACH PERFORMANCE IN THE FITNESS STUDIO**

**Please see Individual timetables**

**Music Practical Trial HSC Examination**

**Monday 12<sup>th</sup> August 2024 8:30 am -3:00 pm  
Music Performance Space**

**STUDENTS ARE REQUIRED 30 MINUTES BEFORE EACH PERFORMANCE IN THE F1 and F2**

**Please see Individual timetables**

**Year 12 Trial HSC Examinations 2024 Timetable**  
(Tuesday Week 4B till Friday Week 5A)

**Week 4B**

| Monday 12/08/24   | Tuesday 13/08/24   | Wednesday 14/08/24  | Thursday 15/08/24  | Friday 16/08/24  |
|---|--|---|--|--|
| <p align="center"><b>NO CLASSES</b><br/>Drama and Music Practical Exams Please see individual timetable</p> | <p align="center"><b>9.00 – 10.40am</b><br/>English Advanced<br/>Paper 1<br/>(1hr 30mins +10mins)<br/>Room: C11</p>          | <p align="center"><b>9.00 – 11.05am</b><br/>English Advanced<br/>Paper 2<br/>(2hr +5mins)<br/>Room: Open Space</p>  | <p align="center"><b>9.00am – 12.05pm</b><br/>Biology<br/>(3hr + 5 mins)<br/>Room: C9-C10</p>            | <p align="center"><b>9.00am-12.05pm</b><br/>Business Studies<br/>(3hr + 5 mins)<br/>Room: C9-C10</p> |
|   | <p align="center"><b>9.00 – 10.40am</b><br/>English Standard<br/>Paper 1<br/>(1hr 30mins + 10mins)<br/>Room: C9-C10, C11</p> | <p align="center"><b>9.00 – 11.05am</b><br/>English Standard<br/>Paper 2<br/>(2hr + 5mins)<br/>Room: C9-C10, Open Space</p>                                 | <p align="center"><b>9.00am – 12.05pm</b><br/>Engineering Studies<br/>(3hr + 5mins)<br/>Room: C9-C10</p> |  |
|   | <p align="center"><b>9.00 – 11.40am</b><br/>English Studies<br/>(2hr 30mins + 10mins)<br/>Room: C8-C7, Open Space</p>        | <p align="center"><b>9.00 – 10.35am</b><br/>EALD English<br/>Paper 2<br/>(1hr 30mins + 5mins)<br/>Room: C12<br/>(students remain in room between exams)</p> | <p align="center"><b>9.00 – 10.05am</b><br/>Music Aural<br/>(1hr + 5mins)<br/>Room: C7</p>               |  |
|   | <p align="center"><b>9.00 – 10.40am</b><br/>EALD English<br/>Paper 1<br/>(1hr 30mins + 10mins)<br/>Room: C12</p>             | <p align="center"><b>10.45 – 11.15am</b><br/>EALD English<br/>Listening Paper<br/>(30mins)<br/>Room: C12</p>  |  |  |

| Monday 12/08/24   | Tuesday 13/08/24 | Wednesday 14/08/24   | Thursday 15/08/24  | Friday 16/08/24   |
|---|------------------|--|--|---|
| <p align="center"><b>NO CLASSES</b><br/>Drama and Music Practical Exams Please see individual timetable</p> |                  | <p align="center"><b>1.30-3.35pm</b><br/>Information<br/>Technology Game<br/>Design (TAFE)<br/>(3hr + 5 mins)<br/>Room: C7</p> | <p align="center"><b>1.30 – 4.35pm</b><br/>Community and<br/>Family Studies<br/>(3hr + 5 mins)<br/>Room: C9-C10</p>                      | <p align="center"><b>1.30 – 4.35pm</b><br/>Chemistry<br/>(3hr + 5 mins)<br/>Room: C9-C10</p>    |
|   |                  | <p align="center"><b>1.30-3.35pm</b><br/>Construction (VET)<br/>(2hr + 5 mins)<br/>Room: C8</p>                                | <p align="center"><b>1.30 – 4.35pm</b><br/>Human Services:<br/>Allied Health<br/>Assistant (TAFE)<br/>(3hr + 5 mins)<br/>Room: C9-10</p> | <p align="center"><b>1.30 – 3.05pm</b><br/>Drama<br/>(1hr 30mins + 5 mins)<br/>Room: C9-C10</p> |
|   |                  | <p align="center"><b>1:30 – 3.05pm</b><br/>Exploring Early<br/>Childhood<br/>(1hr 30 mins + 5mins)<br/>Room: C8</p>            | <p align="center"><b>1.30 – 4.35pm</b><br/>Retail Services<br/>Community Pharmacy<br/>(TAFE)<br/>(3hr + 5 mins)<br/>Room: C9-C10</p>     |   |

**Week 5A**

| <b>Monday 19/08/24</b>   | <b>Tuesday 20/08/24</b>  | <b>Wednesday 21/08/24</b>  | <b>Thursday 22/08/24</b>  | <b>Friday 23/08/24</b>       |
|--|--|--|---|------------------------------|
| <p><b>9.00am – 12.10pm</b><br/> <b>Mathematics</b><br/> <b>Advanced</b><br/>                     (3hr + 10 mins)<br/> <b>Room: C11</b></p> <p><b>9.00 – 11.40am</b><br/> <b>Mathematics</b><br/> <b>Standard 2</b><br/>                     (2hr 30mins + 10 mins)<br/> <b>Room: C9-C10</b></p> <p><b>9.00 – 11.10am</b><br/> <b>Mathematics</b><br/> <b>Standard 1</b><br/>                     (2hr + 10 mins)<br/> <b>Room: Open Space C9-C10</b></p> | <p><b>9.00am – 12.05pm</b><br/> <b>Ancient History</b><br/>                     (3hr + 5 mins)<br/> <b>Room: C9-C10</b></p> <p><b>9.00am – 12.05pm</b><br/> <b>Physics</b><br/>                     (3hr + 5 mins)<br/> <b>Room : C9-C10</b></p> <p><b>9.00 – 1035am</b><br/> <b>Society and Culture</b><br/>                     (1hr 30mins + 5 mins)<br/> <b>Room: C8</b></p> | <p><b>9.00am – 12.05pm</b><br/> <b>Modern History</b><br/>                     (3hr + 5 mins)<br/> <b>Room: C9-C10</b></p> <p><b>9.00am – 12.05pm</b><br/> <b>Investigating Science</b><br/>                     (3hr + 5 mins)<br/> <b>Room: C9-C10</b></p> | <p><b>9.00am – 12.05pm</b><br/> <b>PDHPE</b><br/>                     (3hr + 5 mins)<br/> <b>Room: C9-C10</b></p> | <p><b>CATCH UP EXAMS</b></p> |

| <b>Monday 19/08/24</b>   | <b>Tuesday 20/08/24</b>  | <b>Wednesday 21/08/24</b>   | <b>Thursday 22/08/24</b>   | <b>Friday 23/08/24</b>       |
|--|--|---|--|------------------------------|
| <p><b>1.30 – 4.40pm</b><br/> <b>Maths Extension 2</b><br/>                     (3hr + 10 mins)<br/> <b>Room: C12</b></p> | <p><b>1.30 – 4.35pm</b><br/> <b>Legal Studies</b><br/>                     (3hr + 5 mins)<br/> <b>Room: C9-C10</b></p> <p><b>1.30 – 3.05pm</b><br/> <b>Industrial Technology</b><br/> <b>Timber Furnishing</b><br/>                     (1hr 30mins + 5 mins)<br/> <b>Room: C9-C10</b></p> | <p><b>1.30 – 3.40pm</b><br/> <b>Maths Extension 1</b><br/>                     (2hr + 10mins)<br/> <b>Room: C9-C10</b></p> <p><b>1.30 – 3.35pm</b><br/> <b>VET Hospitality Food and Beverage</b><br/>                     (2hr + 5 mins)<br/> <b>Room: C9-C10</b></p> | <p><b>1.30 – 4.35pm</b><br/> <b>Food Technology</b><br/>                     (3hr + 5 mins)<br/> <b>Room: C9-C10</b></p> | <p><b>CATCH UP EXAMS</b></p> |