

# Botany Downs Secondary College

## 2011 Year 11, 12, 13 Examinations

Wednesday 7<sup>th</sup> September – Friday 16<sup>th</sup> September 2011

### IMPORTANT NOTES

- (a) **BELL TIMES:** The "shape" of the day from **Wednesday 7 September to Friday 16 September** will change for the exam period. Morning exams will be held during Periods 1, 2 and 3. **Interval will take place immediately after period 1.** Interval will be followed by periods 2 and 3. The lunchtime has been extended to allow a reasonable break for students sitting afternoon exams. **There will be no Period 6** on Monday 12 September. Staff supervision duties for the exam period are outlined in the supervision timetable at the rear of this document. Afternoon exams will be held during Periods 4, 5 and after school. School will finish at 3.00pm during the exam period. The normal school timetable will resume on Monday 19 September. A brief morning staff meeting will take place during the examination period on Wednesday 7<sup>th</sup>, Friday 9<sup>th</sup>, Monday 12<sup>th</sup>, Tuesday 13<sup>th</sup> (Whanau staff meeting), Wednesday 14<sup>th</sup> and Friday 16<sup>th</sup> September. **During the exam period there will be a Whanau administration class on Wednesday 7<sup>th</sup> and Monday 12<sup>th</sup> September to inform junior classes of room changes during the exam period. This will run for 10 minutes from 8:35am to 8:45am meaning period 1 will be shortened to 55 minutes for junior classes on these two days only. There will be no professional learning time, assemblies or BLP programme during the exam period.**
- (b) The official timetable is the one kept in the Staffroom. Please consult it in the morning and at lunch-time each day for any alterations. All alterations will be made in red by **Mr Govind**.
- (c) Please bring this exam supervision timetable to all morning Staff meetings for the duration of the exams.
- (d) Students from Endeavour and Blake Whanau will not have access to their lockers during most mornings (including interval) of the exam period when their Whanau classrooms are being used.
- (e) Year 11, 12 and 13 students have study leave from Wednesday 7 September to Friday 16 September inclusive. They are only required to attend school if they have an examination. **All Year 11, 12, 13 students must wear full school uniform when sitting the examinations.**
- (f) Copies of each day of the examination timetable will be posted on notice boards in each Whanau Commons.
- (g) Designated rooms will be used to accommodate students with special assessment conditions during the period of the examinations. These details can be found on the last page of this document.

### BEFORE COMMENCEMENT OF EXAMS

- 1 **CHECK** the examination timetable carefully.  
Highlight your duties and supervision.  
Make a **personal** summary of all these.
- 2 All examinations will be held in Endeavour and Blake Whanau classrooms, Endeavour Commons, A1.2, R2.5, M block rooms and the PAC. This has necessitated moving a number of junior classes normally held in these rooms to other areas of the school. Year 11, 12 and 13 students can access all information relating to the examinations on the Learning Management System. **The examination rooming and staffing schedule are accessible to students and staff on the Learning Management System.**

- 3 Examination classes must be aware of the following details:
- (a) Students are to go to the rooms specified on the supervision timetable.
  - (b) **Study leave is for the examination period only i.e. 7-16 September.**
  - (c) Students will **not** be released early unless the teacher in charge of the exam gives such a direction.
  - (d) Students are **not** permitted to eat anything in exams during the exam period. They are permitted to bring a water bottle to the exams. Any fluid other than water is not permitted.
  - (e) Students should bring their pens/pencils etc to the exams in a clear plastic bag. Pencil cases are not permitted. This is the standard insisted on for NCEA external examinations.
  - (f) Students with **exam clashes must see Mr. Van Kralingen urgently** to organise alternative dates for sitting these exams.
  - (g) All students must bring their student ID cards to each exam and place their ID card at the top right hand corner of their desk. This will enable supervisors to take a record of attendance for each examination.
- 4 Teachers are to notify Mr. Van Kralingen in writing of any difficulties or errors in the exam supervision schedule **prior** to the commencement of the exams.
- 5 Remove any "helpful" posters from your classroom wall if your room is used for exams.
- 6 **HOLA Responsibilities**
- (a) Ensure exam papers are **proof-read** and that all diagrams, photos are legible. Have papers in counted piles. Label with relevant information for staff supervising the exam.
  - (b) Ensure a standard marking schedule has been distributed to staff in your Learning Area.
  - (c) Use the supervision cover sheet provided in the HOLA folder as a template for providing instructions to exam supervisors.
- 7 After School detentions will operate in the usual room.
- 8 **Duty:** (Normal interval and lunchtime school duties continue to operate). Remember no students are to be admitted to blocks where exams are being held. Duty staff and Whanau leaders should ensure that the areas immediately around examination rooms are quiet. **For the duration of the examinations staff normally on duty in the "street" and in Endeavour and Blake Whanau blocks during interval will patrol the roped off areas around the examinations to control noise and student access.**
- 9 **Setting up Exam Rooms:** Endeavour and Blake Whānau Leaders are to liaise with Whānau teachers regarding the arrangement of desks into single rows on the afternoon of Tuesday 6<sup>th</sup> September. The rooms to be used for the Year 11, 12 and 13 examinations are the Endeavour Commons and the classrooms in both Whānau houses. The furniture for Spirit Commons is to come from **B1.2 and G1.8**. The furniture for the PAC is to come from **PF1, PF3, A1.3 and R2.8**. The few teachers that normally teach junior classes in these classrooms have been re-roomed as per the staffing and rooming schedule. Furniture from these rooms needs to be taken to the Endeavour Commons or the PAC by the end of period 5 on Tuesday 6<sup>th</sup> September. An email will be sent to the staff concerned outlining this process. All examination rooms are designated on the examination supervision timetable.

## EXAMINATION PAPERS

These should be available in the Rangitoto Room before each examination. Examination answer booklets and examination papers should be collected after each examination, and returned to the table in the Rangitoto Room or directly to the appropriate HOLA. Papers should not be left in the staffroom overnight.

## MORNING ARRANGEMENTS (Wednesday 7<sup>th</sup> September to Friday 16<sup>th</sup> September)

All Year 9 and 10 classes are in normal rooms with usual teachers **unless otherwise stated**. The supervision timetable shows deviations from the normal teaching timetable.

1	<b>School</b>	8.25 - 8.35 a.m.	Staff Meeting
	<b>Bell Times:</b>	8.40 - 9.40 a.m.	Period 1
		9.40 - 10.00 a.m.	Interval
		10.00 - 11.00 a.m.	Period 2
		11.00 - 12.00 a.m.	Period 3
		12.00 – 12.20 p.m.	Sit down Lunch in the Whanau Commons
		12.20 – 1.00 p.m.	Lunch continues
2	<b>Morning Exam Papers</b>		
		8.25 - 8.35 a.m.	Staff Meeting
		8.45 - 9.00 a.m.	Assemble and enter exam rooms
		9.00 - 10.00 a.m.	Three hour morning examinations commence/ Period 1
		10.00 - 11.00 a.m.	Three hour morning examinations continue and two hour exams commence/Period 2
		11.00 - 12.00 p.m.	Morning Examinations/Period 3

Three hour morning examinations commence at 9.00 a.m. Two hour examinations will commence at 10.00 a.m. All examinations will conclude at 12.00 p.m. Students who arrive for their two hour examination should move quietly and immediately into examination areas.

## AFTERNOON ARRANGEMENTS (Wednesday 7<sup>th</sup> September to Friday 16<sup>th</sup> September)

1	<b>School</b>	12.00 – 1.00 p.m.	Lunch
	<b>Bell Times:</b>	12.52 p.m.	Warning bell for end of lunch – students are to proceed to afternoon classes.
		1.00 - 2.00 p.m.	Period 4
		2.00 - 3.00 p.m.	Period 5
		3.00 p.m.	Year 9 and Year 10 students dismissed.
2	<b>Afternoon Exam Papers</b>		
		12.45 - 1.00 p.m.	Assemble and enter exam rooms
		1.00 - 2.00 p.m.	Afternoon Examination commences/Period 4
		2.00 - 3.00 p.m.	Afternoon Examination/ Period 5
		3.00 - 4.00 p.m.	Final hour of three hour examinations

All examinations commence at 1.00 p.m. Two hour examinations will conclude at 3.00 p.m. and three hour examinations will conclude at 4.00 p.m. Students completing a two hour examination should move quietly and immediately from examination areas.

- 3 At the end of the day ensure that:
- (a) All rooms are properly secured.
  - (b) Rooms are left tidy for the next examination

## PROCEDURE ON THE DAYS OF THE EXAMINATION

- 1 Please be punctual to exam rooms. Anticipate the bell rather than be five minutes late for an examination supervision.  
Teachers supervising the first hour of an exam must report to the designated examination room no later than **10 minutes before the start of the exam to help set out exam papers.**
- 2 Supervisors are to be organised **before** the students enter the exam room. Students are to remain outside until told to enter. One exam entrance co-ordinator has been allocated to each exam block. They will organise the entry of students into exam rooms. Students will be seated in their class groups.
- 3 Insist that **bags and folders** are left in one of the unused classrooms in the Whānau or at the front of the classroom or Commons.
- 4 All staff are to be at School regardless of non-supervising time. **THIS IS IMPORTANT.**
- 5 **Supervising**
  - (a) **Supervise exams from the back of the room.** Students then become very obvious if they are "misbehaving". Be vigilant. Any cheating is to be referred directly to the Deputy Principals.
  - (b) Don't mark in exam rooms, if you are supposed to be an invigilator.
  - (c) Don't make private arrangements regarding supervision unless authorised by the Deputy Principal, Mr Govind.
  - (d) Change of supervisors: the outgoing supervisor must record any corrections or changes to the paper etc. and give them to the new relief supervisor before leaving the exam rooms.
  - (e) Teachers invigilating in **Y1.7, Y1.8 and the Endeavour Commons should treat this area as one entity and should collectively circulate through the three rooms.**
- 6 **Completed Scripts**  
At the completion of the examination, all examination resources are to be collected by the supervising teacher and taken back to the Rangitoto Room in the staffroom. The HOLA should collect the exam papers and resources from the Rangitoto Room the same day. Don't leave the scripts lying around.
- 7 **Professional Supervision**  
Teachers responsible for common exam papers have in most cases been released for the full duration of their exam for the purpose of visiting all exam classes to answer any problems that may arise with the papers.
  - It is the responsibility of the professional supervisor to collect the examination papers from storage and deposit them in the Rangitoto Room for invigilators to collect.
  - Student Services will print class rolls for each examination. Professional supervisors will collect the student roll for their examination from Student Services and will return them to Student Services after attendance has been marked.
  - If a problem arises in an exam class a chair is to be placed in the "Street" adjacent to the Whānau block. Professional supervisors should respond immediately when this signal is given.
  - Professional supervisors should complete a circuit around all exam classes every 15-20 minutes.

## 8 Short Supply of Exam Papers

Start the exam on time for as many students as possible. Send a runner to the Deputy Principal's offices. When the runner returns with papers, add on the extra time for the runner so that the trip is not to the disadvantage of the runner or other pupils short of exam papers.

## GENERAL

- 1 It is vital that all teaching rooms in Whānau blocks are easily accessible. Whānau Leaders should ensure that doors to exam rooms are unlocked at least 15 minutes prior to the commencement of an examination?
- 2 **Exams**
  - (a) All exams must be marked according to HOLA marking schedules.
  - (b) Students are not to take exam question papers home. Please collect them along with completed scripts at end of exam.
  - (c) All student scripts must be returned to them after marking.
- 3 **ASSESSED MARKS**
  - (a) All students who miss an exam must provide a written note to their Whānau House Leader to excuse their absence. This will be noted on the end of year report and the student will be designated as "Not Assessed"
  - (b) Teachers may arrange for pupils to sit the exam paper after the actual exam, but this is for the benefit of the pupil "sitting" the exam only.

## DON'T FORGET

All problems regarding the exam supervision timetable are to be referred **IN WRITING** to Mr. Van Kralingen in the first instance. **From Wednesday 7 September refer all exam supervision problems to Mr Govind.**

**NB:** The official timetable is the one kept in the Staffroom. Please consult it in the morning and at lunchtime each day for any alterations. All alterations will be made in red.

Thank you for your co-operation.

C Van Kralingen  
**Director of Academic Studies**