



GERALDTON
GRAMMAR SCHOOL

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YEAR 12 SEMESTER 2 EXAMINATION

HANDBOOK

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YEAR 12 SEMESTER 2 EXAMINATIONS

Dear Parents/ Guardians and Year 12 students

Semester 2 examinations are an important part of ATAR. School-based examinations contribute to a student's school score and end of year grade. In addition, semester examinations provide an opportunity to practise and put in place exam techniques, in preparation for the external WA Certificate of Education examinations in November of Year 12.

Geraldton Grammar School conducts its examinations in line with the expectations of the School Curriculum and Standards Authority (SCSA). Students must read the guidelines carefully ensuring they comply.

Semester 2 school examinations will start in the second week of the school holidays commencing on Tuesday 5 October and concluding on Tuesday 12 October (Week 1 – Term 4)

Examination procedures and guidelines at Geraldton Grammar School

- The exams represent one of many steps forward in maturation for students at Geraldton Grammar School. Self-discipline and trust are required and implied during exam week.
- Morning examinations will start at 9.20am and conclude at 12.30pm if 3 hours in length.
- Students must arrive to the examinations 20 minutes before the scheduled start time. Students will NOT be admitted after 30 minutes has passed from start of the work period of an examination, other than exceptional circumstances and by express permission of the Deputy Principal or Head of Secondary School.
- Exams make up a part of the assessment schedule for the students contributing to student's overall school assessment mark.
- Students who require extra time must start at 8.50am for the morning exams. This extra time is based on 10 minutes per hour. Students will all finish at 12.10pm for a 3-hour exam.
- Exams vary in length. Finishing times vary depending on the course but on average they are between 2.4 and 3 hours.
- Students must attend examinations wearing their full school uniform. This includes their school bag.
- Students may leave school after an exam before 3.20pm. The students who do so must carry a KKIS card (Keeping Kids in School) when going into town or shopping centres. Students must not change out of their school uniform.
- Exam timetables are given to and emailed to students (see attached sheet).
- All exams will be held in I4 or I5 unless otherwise indicated on the timetable overleaf.
- Students must check the schedule for subjects and courses they study and report any incorrect information immediately. Students who miss an exam because they misread the examination schedule, are not entitled to special considerations.

Examination room rules:

1. Students are encouraged to go to the toilet before the exam. If students need to go to the toilet during an exam, they must raise their hand to attract the supervisor's attention.
2. Calculators – must be approved by the teacher and be those allowed by WACE restrictions.
3. Equipment should be contained in a pencil case made of clear materials.
4. Students are not permitted to wear a watch of any sort.
5. Students may take in water to drink in clear containers. The label must be removed. The bottle should have a secure lid and a capacity of no more than 1500ml. Water bottles may not be refilled during the examination.
6. Students are not permitted to leave an exam early.
7. Generally, eating is not permitted during an examination. This includes lollies, gum and any kind of drink except water in a clear plastic bottle. However, if there are special circumstances (e.g. a diabetic condition) you may apply to the Deputy Principal or Head of Secondary School to eat food during an examination.
8. During an examination, students must not communicate with any other student in any way (body language, verbal, written, text messaging) Communication with the teacher in charge is permitted. Students must raise their hand and wait. Do not call out.
9. Mobile technologies such as smart watches, mobile telephones and iPods must not be taken into the examination room.
10. Students must not write on their hands or other parts of the body during exams as this may be perceived by supervisors as having been written before the exam and thus constitute unauthorised notes.
11. If a student suffers a temporary illness or misadventure during the examination period, they can apply for special consideration. Students must make contact the Deputy Principal or Head of Secondary School as soon as possible to apply for this. Documentation such as a medical certificate is required.
12. All written exams have 10 minutes reading time. The purpose of reading time is to give students time to read all the instructions on the paper, familiarise themselves with the questions and determine which questions they will do. Reading time is for reading only. No marking of the paper is allowed, and students are not allowed to use a calculator.
13. Write legibly, using black or blue (non-gel, non-erasable) pen. Pencils are not permitted.



EXAMINATION SCHEDULE

	Tuesday 5 Oct 14/15	Wednesday 6 Oct 14/15	Thursday 7 Oct 14/15	Friday 8 Oct 14/15	Monday 11 Oct 14/15	Tuesday 12 Oct Library
AM 9.20	ATAR ENGLISH (37)	ATAR PHYSICS (15) ATAR HUMAN BIOLOGY (7) ATAR GEOGRAPHY (9)	ATAR CHEMISTRY (18) ATAR HEALTH STUDIES (9)	ATAR ECONOMICS (9) ATAR PHILOSOPHY AND ETHICS (9)	ATAR MATHS APPS (24) ATAR MATHS METHOD (10)	ATAR COMPUTER SCIENCE (6) ATAR BIOLOGY (13) ATAR MATHS SPECIALIST (4) ATAR CHINESE (1) ATAR VISUAL ART (1) ATAR PHYSICAL EDUCATION STUDIES (11)

Examinations will take place in the I-block from Tuesday 5 October – Monday 11 October.

Examinations on Tuesday 12 October will take place in the Library.

Examination Advice

Examination Advice

Preparing for exams

Examination and study tips for Year 12 ATAR courses

- Access previous ATAR course examination papers and practise all the questions available. Note: the WACE course examinations (prior to 2016) available on the Authority website may assess different content from the current ATAR course examinations. You should always check the examination design brief in the syllabus and note any differences and be aware of the current course content as detailed in the syllabus.
- If you have limited time for practising extended response questions, write a plan to answer the questions, including definitions and important issues, in dot points.
- Look at how questions are presented in textbooks to get a good range of the types of questions that can be asked.
- Review the syllabus for your course and develop focus questions for the content points. What types of questions could be asked about different content? Use these questions in your study.
- Write summary notes for each topic or portion of content that is covered in the course.
- Practise examination techniques, including working with the meaning of key instructional verbs to direct your approach to a question.
- When sitting examinations, read the questions carefully and answer the question that is asked. This particularly applies to extended response questions, as the questions tend to be quite specific. Your response will be marked for how it shows your understanding of the content in relation to the question.



• **Read actively**

- Highlight, underline, or circle words
- Develop a comprehensive set of study notes
- Draw maps and charts of ideas and systems
- Review and summarise your notes
- Check your understanding

• **Know what you know, learn what you don't**

- Make a list of what you know and a list of what you don't
- Anything that falls into a 'middle ground' belongs on the 'don't know' side
- Move ideas and concepts across to the 'know' side as you learn them
- Celebrate each move to the 'know' side
- Do this for each course

• **Support and be supported**

- Study with a friend or three
- Test each other on key ideas and terms
- Share your ideas
- Help each other out (without colluding or cheating ... don't take work from study group to use as your own)

• **Practice**

- Memorising essays will not help you in an examination but knowing how to write answers with limited time will. So ... practice as much as you can. Use practice answers as part of your study routine

• **Resources**

- You do not know what is in the examination, but you do know what is in the syllabus ... work out study questions based on the syllabus



THE IMPOTANCE OF BALANCE

Take regular short breaks • Give your brain a rest every couple of hours ... don't forget to go back to your study when your break time is over • Take a posture break for 10 minutes or so every hour ... stretch your arms and neck, move around ... laugh if you can • Be kind to your eyes ... work in a well lit space ... rest your eyes when you take a posture break ... do some eye exercises

Eat a balanced diet • Eat as well as you can • Feed your brain for energy and brain power • Go easy on caffeinated and energy drinks • Drink plenty of water • Eat a nutritious breakfast on the day of your examination

Relax and have fun • Take part in social activities • Make time for your family and friends ... they are important! • Having fun makes it easier to study ... especially if you know your reward for studying well will be more fun • Hit your books when you feel energised and refreshed ... know what time works best for you ... and balance that with your other responsibilities and commitments

Sleep well • Get reasonably early nights • Have a regular sleep routine • Leave half an hour or so between studying and going to bed • Minimise screen time (including mobile phones and tablets) before bed ... keep any devices that may interrupt your sleep outside your room

Exercise • Take time to get away from your desk • Stay fit and clear your mind with physical activity

IN THE WRITTEN EXAMINATION (Advice)

Use your reading time

You cannot write anything during reading time, but you can think about your answers! What questions do you plan to answer? Where will you begin? Decide how you will approach the paper.

Invest time in planning

While your ideas are fresh from reading time, quickly jot them down. Sketch out a plan for your responses. Order your points logically so your arguments will be well developed.

Divide your time intelligently. Consider the suggested working time for each section and factor some checking time into this working time.

Balance your time.

Spending a lot of time answering a question worth five marks and hardly any time on a question worth 20 marks is not likely to add up well!

Answer the question asked

Do not answer the question you wish you had been asked. Examination markers have guidelines they have to use, they cannot guess your potential.

You need to demonstrate what you know and are able to do by responding to the questions set in the examination paper.

Write legibly

Markers will not be able to decipher writing that is illegible. Practise writing legibly under pressure. Save time for editing

- Budget some time at the end of the examination to read through your answers.
- Focus on picking up any careless errors with calculations, spelling and grammar.
- Avoid racing to finish as the writing time draws to a close.

Yours sincerely



Simon Moffatt (Head of Secondary School)
1 September 2021