

Year 11 Examination Block Rules and Regulations

General Overview

- Give it your best shot.
- Go easy on yourself, it's your first major exam block.
- MLC School rules apply:
 - Uniform, Make Up, Studying on Level 3, Rubbish!
- Practice Makes Perfect.



Attendance and Punctuality

- Arrive at school at least 30 minutes before the start of each exam.
- Line up in alphabetical order outside the exam room 15 minutes before the exam begins.
- Late arrival may result in reduced working time or disqualification from the paper.
- Exam @ Potts – meet outside lockers
- Exam @ ILC3 – meet in the corner of BBQ, unless raining (into the ILC Stairwell)
- Please note the timetabled rooms for some smaller exams, languages speaking/listening and special provisions.



Identification and Exam Materials

- Please bring a form of identification, e.g. Student Card, driver's licence.
- Only permitted calculator models may be used.
 - Be prepared to clear your calculators before each exam.
 - Invigilators will check every calculator before you enter the room.
- Complete the exam slip found on your desk at the beginning of each exam.
- Only bring approved materials in a clear plastic sleeve or pencil case.
- No borrowing of equipment is allowed once the exam has started.
- Water bottles must be clear plastic without labels.



Behaviour and Conduct

- Remain silent from the moment you enter the exam room until you are dismissed.
- You must be in the examination room until the examination has ended.
- Be respectful of the exam environment and all invigilators supervising.
- Follow instructions promptly and without disruption.



Prohibited Items

- Mobile phones, smart watches (e.g. Apple Watches), earbuds, and internet-enabled devices are strictly not permitted.
- These items must be switched off and left outside the exam room or as directed.
- Possession of a prohibited device during an exam may be considered academic misconduct.



Equipment in exams

When you enter the HSC exam room, you are expected to bring approved equipment with you, such as:

- black pens to write with (recommended) – make sure you bring spare pens to each exam
- ruler
- highlighters
- pencils (at least 2B)
- sharpener
- water in a clear, unlabelled bottle.

You can wear a watch, but it should be taken off and placed in clear view on your desk once you sit down for your exam. Programmable watches (for example smart watches) are **not permitted** in the exam room.

All equipment you bring to your exam may be inspected. Make sure any equipment you are allowed to bring, such as a calculator, is in good working order. Appeals under misadventure for equipment failure will not be upheld.



What you cannot bring into the exam room

Students are not allowed to bring the following into the exam room:

- **mobile phones** (not permitted in an exam room under any circumstance)
- **programmable watches** (for example, smart watches)
- **other electronic devices** (excluding a calculator or wired headphones where permitted), any other communication devices, including:
 - organisers
 - tablets
 - wireless earphones and headphones
 - electronic dictionaries
 - music players.
- **paper or any printed or written material** (you can ask your presiding officer for working paper)
- **print dictionaries** (except where permitted in language exams)
- **correction fluid.**

Students are not allowed to borrow equipment during exams.



Academic Integrity

- Any form of cheating, plagiarism, collusion or use of unauthorised materials into the examination will result in a mark of zero.
- Misconduct may also lead to further disciplinary action.
- You are responsible for the integrity of your own work.



Illness/Misadventure

- Notify the Director of Studies: Years 11-12, IB Coordinator and the relevant HOD. You can email via curriculum@mlcsyd.nsw.edu.au
- Provide a medical certificate clearly covering the date and nature of the illness.
- Submit an Illness/Misadventure Form via Omnia, with your certificate attached.
- Upon return to school, please ask your the Curriculum office to organise a new time to sit the exam.

If You Become Ill During an Exam

- Inform the invigilator immediately.
- If you are unable to complete the paper, you must follow the Illness/Misadventure process.
- If you choose to complete the exam, your mark will stand and cannot be altered, even if you were unwell.



Final Reminders

- No extensions or rescheduling will be granted without medical documentation.
- Respect the rights of others to sit their exams without disturbance.
- Check your exam timetable carefully and be punctual for every session.

Dare to be more

