

Rathkeale and Senior College Derived Examinations Term 4 2018 – Information for Parents

Derived Grade Exams will begin on Tuesday the 16th of October. A copy of the timetable will be issued to all students and will be available on the Rathkeale College website. You should note that if it is necessary for your son / daughter to apply for derived grades because of illness or family emergency during the November NCEA exams, then the results of these exams will be used. Each student will also be given a planner so that exam revision can be carefully planned. However, it is important that the revision actually happens rather than just being planned!

During the Exam time, some classes are held for those subjects that do not have an end of year written exam. It is essential for students to attend these classes. These classes are listed on the exam timetable.

Year 11, 12 and 13 Students

1. All students:

- Must attend to their normal commitments eg, sports practises and matches, music lessons, choir etc unless actually sitting an exam at the time of the event. Note that there may be some deferments to activities.
 - Must be in normal uniform when on the Rathkeale campus and travelling to and from school.
2. **Day students** may stay at home when not sitting an exam, however, only normal buses will run and students wishing to use private transport must follow the normal routines for obtaining permission. Students who stay at home are expected to study during school hours. Any student found in town or elsewhere will be called to account for themselves and will have to deal with consequences if no satisfactory explanation is provided.

3. Boarders (boys) - when not in exams or compulsory class

• Year 13

- Will have unsupervised study sessions during the day and a supervised study period at night. During this time they may study in the boarding house.
- Any requests for leave during exams must follow the normal procedure by consulting the Housemaster.

• Year 12 and 11

- Must report to the library promptly at the start of each study session with sufficient study material. Some students may be sent to another classroom if numbers are too large for effective study in the library.
 - Study sessions are: 9:00 – 10:15, 11:00 – 12:00, 1:30 – 2:45
- Requests for leave during exams must follow the normal procedure by consulting the Housemaster.

- Students must be in school uniform when away from the boarding house during normal class hours.

4. Boarders (girls) may study at St Matthew's when not in an exam. Transport arrangements other than the normal bus runs need to be arranged with the matrons.

5. Exams will be held in the Auditorium unless otherwise notified.

6. All students return to normal classes on Thursday 25 October – Day 4

Expectations of All Students during Examinations

- Be at the exam venue 10 minutes prior to the start of the exam. Assemble in front of the auditorium steps.
- Have all the necessary equipment such as pens, pencils, calculator, ruler etc in a clear plastic bag. [No paper is allowed.] Sharing of equipment is not permitted. Drinking water is permitted to keep hydrated.
- Enter the exam room in silence and sit at the designated seat.
- Work quietly during the exam time without causing distraction to others.
- Make an honest attempt at the exam papers and utilise the time fully.
- Communicate only with the exam supervisors, by raising a hand and waiting for the supervisor to arrive.
- **Students may not leave the exam room until the end of the exam period or until instructed to do so by a supervisor.**
- **Leave quietly taking** all personal belongings and any scrap paper that has been used.
- Cell phones, if taken into the exam room, must be turned off and placed in the container provided – to be collected on departure from the exam venue.
- Note that food and personal music systems are not permitted in the exam room.
- Note that students should not expect to go out to the toilet during the exam.

If you have queries about Examinations please contact Mr Gordon or Mr Summerfield