

EXAM PROCEDURES

Mount St Bernard College is committed to an assessment format that is faithful to the requirements of the Queensland Studies Authority (QSA) and is in keeping with the Mercy ethos that underpins the curriculum.

All subjects at Year 8 are compulsory so that students are given a width and breadth of experience. This enables them to make informed choices as they progress in their secondary education. There is a balance of theoretical and practical work, which enables all students to experience access and success in all learning areas.

Assessment at the College is both formative and summative. Wide ranges of assessment tools are used. Subject teachers are to keep accurate and detailed records.

TEACHING STAFF REMINDERS:

- All papers are to be stored in Deputy Principal's office and a copy available for filing.
- Times and conditions should be clearly stated on each exam paper.
- Exams to be photocopied should be handed to the admin a week prior to the exam taking place
- The teacher supervising the first exam period of each block should collect folders containing the exams from the office before the exam period.
- Teachers must be prompt.
- Exams should be started so the all students finish at the same time.
- Active supervision – no marking, reading.
- The student reminder list must be read to students.

STUDENT REMINDERS FOR EXAMS:

The following reminders should be given to all students prior to mid-semester and end of semester exams.

- Students who fail to attend end of semester exams must provide a medical certificate, or risk not being assessed
- Make up exams can only be approved by administration in exceptional circumstances.
- Bags must be left outside an exam room.
- Any study gear must be placed at the back or front of the room, not in aisles or under desks/chairs.
- No student is allowed to leave the exam room once an exam has started.
- Students must come prepared. They will not be permitted to borrow equipment from other students during an exam.
- Students are not permitted to talk or communicate in any way with other students while an exam is in progress.
- Cheating is a serious offence. Students will receive zero and will not be allowed to resit the test.
- No written materials are allowed once the exam has started, unless specified on the exam paper.
- Student wishing to speak to a supervisor should raise their hand and wait for the supervisor to attend.
- Students are to ensure all papers are stapled together in the correct order.
- Students are to ensure their name and their teacher's name is on the exam.
- Students are not to talk to other students until all papers have been collected.

Students must remain quiet and seated until told they may leave.

INTERIM REPORTING

Reports consist of a mid semester report in semester one, as well as end of semester reports in semester one and two. Where it is felt that a particular student is having difficulty, then an interim report may be necessary. These can be written at any time during the year, and involve comments on academic performance, conduct, and social skills. All teachers involved with the student in question are to comment on one or all of the aspects of the report. As these are often the basis of parent/teacher interviews, it is important that staff ensure that comments are couched in appropriate language and that they are an honest appraisal of the student.

SEMESTER REPORTING:

The procedure for reporting will be:

- Each individual teacher is responsible for entering their student reports into PC Schools - subject reports and where appropriate home form teacher reports. Certain "subjects" do not need reports and this information will be given prior to each reporting period.
- Each individual teacher is responsible for proof reading and editing his or her reports before the hard copy is passed onto the Deputy Principal. This includes ensuring the comment is appropriate to each individual student; correct sentence structure is used; spelling and grammar is correct; punctuation is correct and appropriate; no colloquialisms are used; the student is referred to by their correct first name; duplication of information in any one report comment is not used and the comment is appropriate to the subject.
- Only when this is done should the hard copy be given to the Deputy Principal.
- The Deputy Principal will then arrange for the final proof reading to be done and all mistakes will be returned to the class teacher for correction. Required corrections must then be proof read by the teacher. There is no need then to provide the Deputy Principal with a second hard copy.
- During the process and period of reporting and correction of reports teaching staff must not leave the college without the permission of the Principal or Deputy Principal and only then will permission be given in exceptional circumstances. The sign out/in book must be used if permission is granted and an indication must be given of how long that teacher will be off college grounds. Teaching staff must be on call so that required corrections may be made.
- Indicated deadlines must be adhered to.

PARENT / TEACHER INTERVIEWS

- These interviews are conducted early in Semester 1 and 2, after parents and guardians have received student reports.
- Teachers may formally request an interview with a particular parent by indicating this on the report.
- Teacher attendance is compulsory.
- Additionally, parents may request an interview at any time during the year, and this is arranged by the administration.
- Throughout the year teachers are encouraged to make contact with parents regarding behavioural matters, educational matters as well as to acknowledge student achievement.