



## 2023 AP2 Examination Timetable

Students are responsible for checking the **starting times and location of examinations**. All examinations are in the MPC unless specifically indicated on the timetable. Students only attend school on the days and times they have an AP assessment scheduled during the AP assessment period.

You must be ready to enter the examination room at least **10 minutes before the commencement of each assessment**. Students are **not** permitted to enter the assessment room after the first hour has elapsed.

Students are **not** permitted to leave the assessment room until the advertised finish time of the assessment has elapsed.

You must have all the necessary **NESA approved equipment**. Students are not permitted to borrow equipment during the assessment.

Mobile telephones and smart watches/ devices are not permitted in the assessment room nor are to be used as a calculator or timer.

You may have water in a clear (no colour) bottle, but are not permitted food or other drinks in the assessment room unless special medical provisions have been arranged prior to the assessment.

**Absence from an AP Assessment:** A *CTHS Medical Certificate* or other appropriate supporting documentation, and a completed *Illness/ Misadventure* form are required if you are absent from an assessment. Students must contact Miss Adamou as soon as practicable to advise of their absence from an AP task. The above documentation must be submitted to Miss Adamou asap but **no later than 3 days after the AP period has finish**. Students who are not absent due to an illness or misadventure reason will receive a **zero mark** and will not be permitted to re-schedule their assessment. Students **cannot** nominate the rescheduled time/ date, this will be determined by Miss Adamou who will reschedule assessments for the **first timeslot available** for a particular student. No AP task will be rescheduled outside of the AP time period.

Students must provide a copy of their medical certificate to the Student Window, in addition to including it in the *Illness/ Misadventure* application.

Students will need to apply for special permission from the relevant KLA Head Teacher if an assessment needs to be undertaken prior to the original advertised date/ time. Students will need to present documentation to the KLA Head Teacher to support their request to sit an assessment prior to the advertised time/ date.

**Illness/ Misadventure:** Students who have completed an assessment but felt they were disadvantaged due to an illness or misadventure can complete and submit an *Illness/ Misadventure Form* to Miss Adamou as soon as possible after the assessment, but **no later than 3 days after the assessment period has finish**. Students should submit the *Illness/ Misadventure Form* along with a *CTHS Medical Certificate* or other appropriate supporting documentation.

**Disability Provisions-** Where a student is granted extra time this will be given at the end of the scheduled assessment time. Check times listed on information provided to you by Mr Edinborough.

**Disability Provisions Tasks** are generally timetabled in rooms other than the MPC. Check your Room and Examination time on the information provided to you by Mr Edinborough.

**Student Malpractice** is dishonest behaviour by a student which gives them an unfair advantage over others. Malpractice in any assessment task or exam is a serious offence. The school and the NSW Education Standards Authority (NESA) take malpractice very seriously and have strict rules in place to deal with such matters. As a school, we actively discourage any student who is thinking of participating in dishonest behaviour resulting in an unfair advantage. Detected malpractice may lead to reduced or **ZERO** marks, the loss of one or more courses towards the HSC and damage to the student's ability to apply for entry to TAFE or university courses.

## Assessment Room Procedures

Students must follow the day-to-day rules of the CTHS.

All students must present their Student Card to every examination to prove their identity to the invigilators supervising examinations.

Students are required to attend every task wearing full school uniform. Staff will undertake a uniform check at every task. It is the student's responsibility to wear their uniform correctly so that it is obvious and clearly visible they are doing so, otherwise staff will ask them to demonstrate they are in fact wearing the full school uniform. Names of students out of uniform will be recorded, but no 'Out of Uniform' slip will be issued. Students must present themselves to E2.3 the first day back after the AP period has finished.

It is the student's responsibility to be aware of, and provide, the equipment allowed for each task.

Generally, students may only take equipment listed below into the assessment room:

- black pens only, use pencil only when instructed to do so
- pencils, erasers and a sharpener (use pencils where specifically directed)
- a pencil case that is clear and see-through (no colour)
- a ruler marked in millimetres and centimetres
- highlighter pens
- a bottle of water in a clear (no colour) bottle.

Students must **NOT** bring any of the following into the assessment room:

- a mobile phone or programmable watch like a smart watch
- any electronic device (except a calculator where permitted). This includes communication devices, organisers, tablets (e.g. iPads, etc), music players or electronic dictionaries
- paper or any printed or written material (including the examination timetable)
- dictionaries, except where permitted in Languages tasks
- correction fluid or correction tape.

All equipment is subject to inspection by staff. Students are not permitted to borrow equipment during tasks. Students will be directed to place unauthorised items in a designated place. Staff are not responsible for these items.

Analogue watches will need to be removed and placed in clear view on the desk. Programmable watches, including smartwatches, are not allowed in the assessment room.

It is the student's responsibility to make sure that the correct assessment paper has been provided for the course they have entered. When asked to do so by the supervisor, students must also check the assessment papers to make sure that there are no pages/ booklets missing.

Supervisors are not permitted to interpret task questions or instructions relating to questions

Students must stop writing immediately when told to do so by the supervisor. Please note, students may not write their name on assessment papers outside of the official writing time.

Students must not leave the assessment room during the task, except in an emergency. Students are required to use the toilets in the MPC for those tasks scheduled in that venue. Only one student at a time will be allowed to the bathroom and they must record their name and the time in the booklet prior and the time after on their return.

Students must not remove any assessment materials from the room.

Students must behave in a polite and courteous manner towards the supervisors and other students.

Students are required to attempt a range of question types throughout the assessment paper. Simply attempting multiple-choice questions is not sufficient for an attempt to be considered serious.

If students do not follow these rules, or if they cheat in the assessments in any way, they will be reported to NESAs.

Actions that may be illegal may be reported to the police

**Source:** 2023 Higher School Certificate: Rules and Procedures



## 2023 ILLNESS OR MISADVENTURE FORM

A student who believes that circumstances occurring immediately prior to or on the day of a non-AP assessment task or AP examination, which were beyond their control, leading to a possible diminished result in the task, should complete this form and give it to the **Head Teacher Stage 6, no later than the next school day after the AP examination or BEFORE the marks of an assessment task have been returned. A copy of the medical certificate must also be provided to the student window.**

In dealing with illness/misadventure **there can be no consideration for:**

- Difficulties in preparation or general loss of preparation time
- Alleged deficiencies in teaching
- Loss of study time or facilities prior to the formal assessment
- Misreading of the timetable or examination instructions
- Long term illness, such as glandular fever, asthma and epilepsy - unless there is evidence of a sudden recurrence during the examination period
- Conditions for which disability provisions have been granted, unless you experience further difficulties
- Attendance at a sporting or cultural event
- Matters that could have been avoided by the student.

Note: Failure to fully complete this form or provide necessary detail and supporting documentation will result in an application being declined.

Student's name: _____	Year: <input type="checkbox"/> 11 <input type="checkbox"/> 12
Name of Assessment task/s or AP examination affected: _____	
Original date of assessment task/s or AP examination: _____	
<b>Attach a copy of the assessment notification for a non-AP assessment task</b>	
<b>Students</b> must describe how the illness or misadventure suffered <b>has affected their performance in the assessment task or AP examination.</b> Attach independent evidence of the illness or misadventure (CTHS Medical Certificate, counsellor report etc. If the space below is not adequate please use the reverse)	
_____	
_____	
_____	
Was the task attempted/on the original date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the task rescheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No	What was the rescheduled date? _____
Did you notify a teacher that you were submitting an Illness or Misadventure Form immediately prior to, or during the task? <input type="checkbox"/> Yes <input type="checkbox"/> No	If 'Yes' then who? _____
Student's signature: _____	Date: _____
Parent's signature: _____	Date: _____
<b>Please submit this application to the Head Teacher, Stage 6 no later than one day after the assessment task or AP exam period had ended.</b>	
<b>For Office Use Only</b>	
Date submitted: _____	Received by: _____
Assessment Committee Decision:	

# 2023 AP2 Timetable v2

Sessions/Dates	Session starting at 8:30	Session starting at 12:30
<b>Week 1</b> 04-09-2023 <b>Monday</b>	11English Advanced exam (252) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11English Standard exam (100) 🏠 EXMPC2 12:30 - 14:35 (2h 5mins)
		11English EAL/D exam (6) 🏠 A2.14 12:30 - 14:10 (1h 40mins)
05-09-2023 <b>Tuesday</b>	11Investigating Science exam (67) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11French Continuers Speaking (7) 🏠 A2.14 12:30 - 15:10 (2h 40mins)
06-09-2023 <b>Wednesday</b>	11Business Studies exam (145) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11Drama exam (10) 🏠 EXMPC2 12:30 - 14:05 (1h 35mins)
		11Ancient History exam (35) 🏠 EXMPC2 12:30 - 14:05 (1h 35mins)
07-09-2023 <b>Thursday</b>	11Modern History exam (54) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11Chemistry exam (98) 🏠 EXMPC2 12:30 - 14:35 (2h 5mins)
	11Software Design and Development exam (43) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11French Beginners Speaking (4) 🏠 A2.14 12:30 - 13:30 (1h 0mins)
08-09-2023 <b>Friday</b>	11Japanese Continuers exam Group 1 (16) 🏠 A1.8 08:30 - 10:40 (2h 10mins)	
	11Japanese Continuers exam Group 2 (17) 🏠 A1.9 08:30 - 10:40 (2h 10mins)	
	11Dance Practical (5) 🏠 C1.1 C2.1 08:30 - 12:30 (4h 0mins)	

Sessions/Dates	Session starting at 8:30	Session starting at 12:30
09-09-2023		
10-09-2023		
<b>Week 2</b> 11-09-2023 <b>Monday</b>	<p>11Mathematics Advanced exam (186) 🏠 EXMPC2 08:30 - 10:40 (2h 10mins)</p>	<p>11Mathematics Standard exam (156) 🏠 EXMPC2 12:30 - 14:40 (2h 10mins)</p>
12-09-2023 <b>Tuesday</b>	<p>11Biology exam (138) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)</p>	<p>11Economics exam (78) 🏠 EXMPC2 12:30 - 14:35 (2h 5mins)</p>
13-09-2023 <b>Wednesday</b>	<p>11Industrial Technology - Multimedia exam (10) 🏠 B1.24 08:30 - 10:05 (1h 35mins)</p>	<p>11Visual Arts exam (63) 🏠 EXMPC2 12:30 - 14:05 (1h 35mins)</p>
	<p>11Industrial Technology - Timber exam (18) 🏠 B1.24 08:30 - 10:05 (1h 35mins)</p>	
	<p>11Industrial Technology - Graphics exam (12) 🏠 B1.24 08:30 - 10:05 (1h 35mins)</p>	
	<p>11Chinese Continuers Speaking (10) 🏠 A2.14 08:30 - 10:40 (2h 10mins)</p>	
	<p>11Music 2 Practical (10) 🏠 D1.7 08:30 - 12:40 (4h 10mins)</p>	

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14-09-2023  <b>Thursday</b>	11Legal Studies exam (46) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11PDHPE exam (102) 🏠 EXMPC2 12:30 - 14:35 (2h 5mins)
	11Chinese Continuers exam (10) 🏠 A2.14 08:30 - 10:40 (2h 10mins)	
	11Music 2 exam (10) 🏠 D1.7 08:30 - 10:05 (1h 35mins)	
15-09-2023  <b>Friday</b>	11Mathematics Extension 1 exam (83) 🏠 EXMPC2 08:30 - 10:10 (1h 40mins)	11Music 1 exam (15) 🏠 D1.7 12:30 - 13:35 (1h 5mins)
	11French Beginners exam (4) 🏠 A2.14 08:30 - 10:40 (2h 10mins)	11Geography exam (69) 🏠 EXMPC2 12:30 - 14:35 (2h 5mins)
16-09-2023		
17-09-2023		
18-09-2023  <b>Monday</b>	11 Aboriginal Studies (Yr 10 Acc) (0) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11Society and Culture exam (61) 🏠 EXMPC2 12:30 - 14:05 (1h 35mins)
	11Physics exam (77) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11Dance exam (5) 🏠 EXMPC2 12:30 - 13:35 (1h 5mins)
		11Work Studies exam (8) 🏠 EXMPC2 12:30 - 13:35 (1h 5mins)

Sessions/Dates	Session starting at 8:30	Session starting at 12:30
19-09-2023 <b>Tuesday</b>	11Food Technology exam (22) 🏠 EXMPC2 08:30 - 10:05 (1h 35mins)	11English Extension exam (32) 🏠 EXMPC2 12:30 - 13:35 (1h 5mins)
	11French Continuers exam (7) 🏠 A2.14 08:30 - 10:40 (2h 10mins)	11Design and Technology exam (37) 🏠 EXMPC2 12:30 - 14:05 (1h 35mins)
	11Information Processes and Technology exam (39) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11Textiles and Design exam (8) 🏠 EXMPC2 12:30 - 14:05 (1h 35mins)
20-09-2023 <b>Wednesday</b>	11Earth and Environmental Science exam (24) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins)	11Studies of Religion II exam (12) 🏠 EXMPC2 12:30 - 14:35 (2h 5mins)
	11Community and Family Studies exam (31) 🏠 EXMPC2 08:30 - 10:05 (1h 35mins)	11Engineering Studies exam (37) 🏠 EXMPC2 12:30 - 14:35 (2h 5mins)
21-09-2023 <b>Thursday</b>	11Music 1 Practical (15) 🏠 D1.7 08:30 - 14:45 (6h 15mins)	
22-09-2023 <b>Friday</b>	11Japanese Continuers Speaking Group 1 (17) 🏠 A2.14 08:30 - 12:15 (3h 45mins)	
	11Japanese Continuers Speaking Group 2 (17) 🏠 A2.20 08:30 - 12:15 (3h 45mins)	
	11Drama Practical (10) 🏠 C2.1 C1.1 08:30 - 15:00 (6h 30mins)	