



Timetable	It is the student's responsibility to read their Timetable and Assessment Calendar accurately. Please take careful note of starting times, duration of assessment task and venue as these do vary.
Attendance	<p>Students must attend school for the whole day on the date that the task is due.</p> <p>Students who are ill/misadventure on the day of an assessment or are partially absent must:</p> <ul style="list-style-type: none"> • notify the school by phone or email: 9772 1700 or picnicpt-h.school@det.nsw.edu.au • email the Deputy Principal • make a doctor's appointment for the same day • medical documentation is required and must be presented to the Deputy Principal on the first day of return to school <p>Pre-approval by the Deputy Principal is required for any assessment tasks where there is a conflict of dates with other events such as mandatory VET Work Placement, school representative sport, approved leave etc. Students are expected to attend the Assessment Task if leave is not pre-approved.</p>
Uniform	Full school uniform must be worn to all assessments unless instructed otherwise.
Venue Entry	Students must line up outside the venue and wait for teacher instruction.
Inside the venue	<p>Once inside the venue, talking is forbidden. As is any disruptive behaviour.</p> <p>Bags may be taken into the venue and left in a section of the room as per teacher instruction. Students are required to sit at the desk as organised by the teacher.</p>
Equipment NOT Permitted	<ul style="list-style-type: none"> • Mobile phones are not permitted in the room. • Programmable watch, eg a smart watch is not permitted. • All electronic devices (except a NESA approved calculator). This includes mobile phones, organisers, tablets, music players etc. • Paper or any printed or written material. • Print dictionaries, except where permitted in language exams. • Correction fluid. <p>Students are not permitted to borrow or get equipment from their bag during exams.</p>
Equipment permitted	<p>The following items can be brought into assessment venues in a CLEAR PLASTIC BAG:</p> <ul style="list-style-type: none"> • Black pens - Students should write in black pen. Bring spare pens to each assessment. • Ruler • Highlighters • Pencils (should be at least 2B) and a sharpener • Bottle of water in a clear bottle with no label • NESA Approved calculator (if applicable) • Other equipment (if applicable) as specified in the Assessment Task Notification • A non-programmable watch is permitted but must be placed in clear view on the desk. <p>All equipment that students bring are subject to inspection on entry.</p> <p>Please visit NESA website: EXAM EQUIPMENT LIST for a list of course specific equipment. Ensure all required equipment (eg. Calculator) is in good working order because an appeal under misadventure provisions for equipment failure will not be upheld.</p>
Behaviour	<p>All students must make a serious attempt in answering all of the questions in the examination. Eating is not permitted during an examination.</p> <p>Students not following rules will be immediately reported to the Deputy Principal.</p> <p>Cheating will not be tolerated. Students need to be aware of the All My Own Work modules and the ramifications for plagiarism or malpractice in an assessment.</p>