EXAMINATIONS

*This policy is to be read in conjunction with the Assessment and Feedback Policy

RATIONALE

A formal examination structure will create an opportunity to provide students with skills in examination preparation, practice and personal experience in the valuable life skill of undertaking formal testing. Regular opportunities must be provided through both formative and summative assessment for students to develop examination techniques and to receive feedback on their performance.

PURPOSES

1. To develop student confidence and skill in exam techniques and settings.
2. To give students experience in formal testing situations that may useful in later life.
3. To instil a home study culture of regular revision and test preparation.
4. To develop subject specific exam skills.
5. To reinforce the learning culture of Forest Hill College amongst the students, parents and wider community.
6. To provide an additional assessment tool for teachers and students.

GUIDELINES FOR IMPLEMENTATION

A year level specific study skills program will be delivered through:

- Year 7, 8, 9 and 10 Growth programs.
- Year 11 and 12 orientation and afternoon program.

Year 7-9

- Students in Year 7 will undertake a Common Assessment Task examination, during a common week, in Mathematics during their regular timetabled class once a year.
- Students in Year 8 will undertake Common Assessment Task examinations in Mathematics and English in a formal examination centre once a year.
- Students in Year 9 will undertake Common Assessment Task examinations in Mathematics, English, Science and Humanities in a formal examination centre at least once a year.

- This does not preclude other subjects running examinations as Common Assessment Tasks, but identifies the College’s minimum expectation.
- The outcome of these examinations will be reported on as part of the normal end of semester reporting process as Common Assessment Tasks.
  - Individual feedback on these practice examinations will be provided to students following the examination as per Assessment and Feedback Policy.
- The examination papers should be structured in a way that provides scaffolding towards the style of examinations held in the subject area in Unit 4 VCE examinations. (i.e. types of questions, examination structure, etc.)

Year 10

- A scheduled examination period will run towards the end of each semester.
  - All subjects are required to have an exam that follows the structure of the exams conducted by VCAA in Unit 4, with the exception of Year 10 Growth and PE.
- The length of the examination will be between one hour and two hours.
  - This decision will be based on the length of the Unit 4 VCE examination and take into account staffing and timetabling constraints.
- The outcome of these examinations will be reported on as part of the end of semester reporting process as Common Assessment Tasks.
Individual feedback on these practice examinations will be provided to students following the examination as per Assessment and Feedback Policy.

**Units 1&2**
- A scheduled examination period will run towards the end of each semester.
  - All subjects are required to have an examination that follows the structure of the exams conducted by VCAA in Unit 4.
- No School Assessed Coursework or Tasks, redemptions or rescheduling of School Assessed Coursework or Tasks is to be scheduled during examination periods.
  - These examinations are not to be assessed as School Assessed Coursework or Tasks, but may be used to determine a Satisfactory for an Outcome if required.
- The length of the examination will be between one hour and two hours.
  - This decision will be based on the length of the Unit 4 VCE examination and take into account staffing and timetabling constraints.
- The outcome of these examinations will be reported on as part of the end of semester reporting process as Common Assessment Tasks.
  - Individual feedback on these practice examinations will be provided to students following the examination as per Assessment and Feedback Policy and VCE Administrative Handbook.

**Units 3&4**
- A scheduled examination period will run towards the end of Semester One.
  - All subjects are required to have an examination that follows the structure of the exams conducted by VCAA in Unit 4.
- No School Assessed Coursework or Tasks, redemptions or rescheduling of School Assessed Coursework or Tasks is to be scheduled during examination periods.
  - These examinations are not to be assessed as School Assessed Coursework or Tasks, but may be used to determine a Satisfactory for an Outcome if required.
- The length of the examination will be between one hour and three hours.
  - This decision will be based on the length of the Unit 4 VCE examination and take into account staffing and timetabling constraints.
- The outcome of these examinations will be reported on as part of the end of semester reporting process for Semester One.
  - Individual feedback on these practice examinations will be provided to students following the examination as per Assessment and Feedback Policy and VCE Administrative Handbook.

**Units 3&4 Practice Examinations**
- A GAT Practice examination will be run during Term 2, prior to students undertaking the externally assessed GAT.
- Practice examinations for Unit 4 subjects will be scheduled during the Term 3 holiday period.
  - Individual feedback on these practice examinations will be provided to students in the first week of Term 4.

**VCAA Examinations**
- The NAPLAN, GAT and VCE examinations will be run in accordance with VCAA guidelines.

**GLOSSARY OF TERMS**

Common Assessment Task (CAT)- tasks set by Forest Hill College that are common across all classes of a specific subject and reported on in formal end of semester reports.
School Assessed Coursework (SAC)- tasks set by Forest Hill College that allow students to demonstrate an Outcome in a VCE subject.

Victorian Curriculum and Assessment Authority (VCAA)- the statutory body that provides curriculum and oversees assessment and reporting for Victorian schools.

General Achievement Test (GAT)- The VCAA examination all Unit 3&4 students take to demonstrate skill in a broad range of knowledge areas used by the VCAA for statistical analysis and quality control.

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