Policy for conducting catch-up examinations Years 8-10

College examinations in Years 8-10 are conducted annually. Year 10 sit for school-based examinations in Term 3. Years 8-9 complete their examinations early in Term 4. As History and Geography are semesterised in Year 8, the examination for those subjects is conducted at the end of each semester. Examination results for History and Geography in Year 8 only appear in the end of year School Report.

Completion of examinations is an important learning experience for all students, especially as most girls will sit for the Higher School Certificate examinations in Year 12. There is an expectation that all girls will sit for examinations at the scheduled times. There are, however, occasions when examination dates clash with other school-sanctioned events including sport and music.

If a student misses an examination for a valid reason, she may be given the opportunity to sit for that examination at a later date. The following guidelines apply:

- If a student knows that she will miss a scheduled examination due to a clash with another school-sanctioned event such as participation in a sporting competition, she should notify the Director of Studies immediately and arrange another time to complete the examination. If possible, the examination should take place within the scheduled examination week.

- If a student is ill on the day of an examination, she should notify the school that she is unable to attend school that day. On her return to school, she should see the Director of Studies to arrange a time for a catch up examination. If possible, the examination should take place within the normal examination week.

- No provision can be made for students who miss an examination due to leave for a family holiday or other non-school related event.

- No provision can be made for students who are absent for an extended period of time. If a student cannot complete one or more catch-up examinations within two school days after the end of the official examination period, she will not be able to complete the examinations.

- Students who complete a catch-up examination will be required to sign a declaration stating that they have not discussed the content of the examination with any other student.

- Students who do not complete an examination may request a copy of the paper. They will be permitted to complete the examination in their own time and submit their response to their classroom teacher and request feedback. The results of examinations completed under these conditions will not be included in the student’s School Report.