

**Manilla Central School**  
**Year 12 Trial Examinations 2020**  
 Version 17 July 20



	Friday 21/8/20	Monday 24/8/20	Tuesday 25/8/20	Wednesday 26/8/20
<b>Morning Session</b>	<b>8:55am Roll Mark Language Centre 9:05am to 11:15am</b>	<b>8:55am Roll Mark Language Centre 9:05am to 11:45am</b>	<b>8:55am Roll Mark Language Centre 9:05am to 11:40am</b>	<b>8:55am Roll Mark Language Centre 9:05am to 11:10am</b>
	Eng. Adv Paper 1 (1½) Eng Std. Paper 1 (1½) English Studies (2)	Mathematics Standard (2½) Mathematics (2½)	Metals & Eng. (2) Modern History (2½)	Eng. Adv Paper 2 (2) Eng. St Paper 2 (2)
<b>Afternoon Session</b>	<b>12:20pm Roll Mark Language Centre 12:30pm to 3:05pm</b>	<b>12:50pm Roll Mark Language Centre 1.00pm to 2.35pm</b>		<b>12:20pm Roll Mark Language Centre 12:30pm to 3:05pm</b>
	PDHPE (2½) Hospitality (2) Agriculture (2½)	Industrial Tech Timber (1½) Visual Arts (1½)		Primary Industries (2) Business Studies (2½)

Number in brackets = exam length

All examinations have 5 minutes reading time with the exception of English Paper 1, Mathematics Standard and Mathematics Advanced which have 10 minutes.

**Manilla Central School**  
**Year 12 Trial Examinations - Information for Year 12 Students, Parents and Staff**  
**Friday 21/8/20 to Wednesday 26/8/20**

**INSTRUCTIONS FOR STUDENTS**

- Full school uniforms are required.
- **All mobile phones and electronic devices must be either in your bag outside the examination room or submitted to the office for the safe keeping. All devices MUST remain there for the entire time of the examination and MUST be turned to silent mode. This will be the same process for the HSC examinations.**
- Attend Roll Marking at 8:55am at the Language Lab. Morning examinations begin at 9:05am. Afternoon examinations require students to be at the examination room 10 minutes before the commencement of the examination. These examinations have varying start times (see timetable)
- You must remain in the examination room until you are directed to leave by a teacher at the completion time of your examination. Remaining in the examination room contributes to your success in completing all sections of the paper to the best of your ability. **There is no early finish for any examinations.**
- All examinations have 5 minutes reading time, except the English paper 1, Mathematics Standard and Mathematics Advanced which have 10 minutes reading time.
- During the examination the following rules apply:
  - No communication between students
  - No borrowing or sharing of equipment
  - No eating (unless prior arrangements have been made on medical grounds). A small bottle of water may be brought in.
  - Generally, it is expected that students will not require toilet breaks.
- You may leave the school at the completion of their examination if the note attached has been returned.
- You must supply your own equipment – e.g. pens, pencils, eraser, stapler, calculator as per NESA guidelines
- Do not bring any paper. All paper will be provided.
- Bags are to be left in the Language Centre along a wall – well away from your desk.
- In the case of illness, misadventure, or leave, the parent/carer needs to contact the school prior to the examination. The student needs to see Miss Eagles immediately on their return to school to obtain the appropriate form.
- Applications for illness/misadventure should be completed immediately, and if medical grounds are cited, a medical certificate will be required.
- Ensure that you make a serious attempt at each paper. Any student who makes an unsatisfactory effort may be required to sit the paper again and might not progress to the HSC examinations in any or all courses.
- Treat these examinations as if they were the HSC. The staff of Manilla Central School wish you the best. If you have any concerns, please let us know.

**Mr Connors**  
Student Adviser Y12

**Mrs. Ferguson**  
Deputy Principal

Parents and Carers,

In the period from **Friday 21<sup>st</sup> August to Wednesday 26<sup>th</sup> August inclusive**, our senior students will be undertaking their Trial Examinations.

It is often appropriate for senior students to study at home when not actually sitting an examination. While this is good practice for the HSC examinations, it may or may not suit you and/or your son or daughter at this time. The alternative to this is that they remain at school and work. Please complete and return the attached form to indicate your preference.

Mrs Ferguson (Deputy Principal)

**Year 12 Trial Exams 2020**

The Principal,  
Manilla Central School

I would like .....of Year 12 to:

☐ travel home / remain at home when not sitting an examination

OR ☐ remain at school for the entire examination period

Signed .....Date .....

## *Staff Supervision Roster – Year 12 Trial Examinations*

<b>Period</b>	Friday 21/8/20	Monday 24/8/20	Tuesday 25/8/20	Wednesday 26/8/20
<b>1</b>	Alyssa*	Rachael*	Britt*	Melissa*
<b>2</b>	Britt	Rebecca	Melissa	Rebecca
<b>Recess</b>	Justin#	Ariana	James	Justin#
<b>3</b>		Rachel#	Rachael#	
<b>4</b>	Melissa*	Alyssa*		Britt*
<b>Lunch</b>	Danielle	James		Melissa
<b>5</b>	Sam	Sam		Justin
<b>6</b>	Melissa#	Alyssa#		Alyssa#

Supervising Teachers are asked to:

- If you are starting an exam (\*) please collect papers from strong room and sign the sheet. Please ensure the room is set up before the exam is due to start. If ending an exam (#) please return to strong room and sign the sheet.
- Please be prompt when relieving the previous supervisor.
- Monitor behaviour so that there is no disruption to other students (if necessary, a warning may be written on the student's paper).
- Do not allow any student to leave the exam room before the scheduled finishing time (any changes to schedule must be approved by DP).
- Collect papers at the conclusion of the exam and return to strong room in the print room please and sign the exams in. You must also return the exam roll to the front office.
- In the case of an evacuation/lockdown, please collect all papers and hand to DP. Do not restart or continue the exam.

Thanks Rachael