



# Glenmore State High School

## Exam Block Procedures – Years 11 and 12

- Exam sessions are compulsory. You will be in breach of the Senior Student Agreement if you do not attend your scheduled sessions.
- Students who attend TAFE or have School-based Apprenticeships or Traineeships need to attend their scheduled exams on the day and time indicated on the exam schedule. Alternate arrangements need to be made with TAFE or their employer for time missed due to a scheduled exam.
- All students must sign in when they are on school grounds during the week. You will be able to sign in from 8.30 am.
- Students must sign out at the office whenever they leave the school grounds.
- If students are at school and not in a scheduled exam or working with a teacher – they must be sitting quietly under C Block. No students should be sitting under any other buildings or on the oval.
- No senior students should be playing handball/football at lunch, during exam breaks or if on school grounds while not doing assessment.
- If you are sick on the day of an exam, please contact the school on 4923 0333 and provide a medical certificate to the office on the following day.
- If students know ahead of time that they are unable to attend an exam they must complete the *Request for Exam Absence form* and submit it for approval to the Principal or Deputy Principal at least two days prior to the exam.
- If students are unable to submit their assessment by the due date, they must complete the *Request for Extension form* and submit it for approval to the appropriate Head of Department at least two days prior to the due date.