

# Directions for students

## School-based assessment : Block Exams



Read the directions carefully.

**IMPORTANT: if you breach any of the following directions you may receive a “Not Rated” and face disciplinary action.**

1. Do not attempt to gain access to or receive information about any assessment.
2. Do not allow someone else to sit an assessment on your behalf.
3. Arrive at least 30 minutes before for your assessment. Contact the Deputy Principal at your school/assessment venue immediately if you will arrive late for your assessment.
4. Bring your own approved equipment. You may use a clear plastic container or ziplock bag to carry it in.
5. Place all prohibited materials in your bag or locker before entering the assessment room. Bags must be stored outside the room.
6. Do not bring food into the assessment room unless you have AARA<sup>1</sup> approval.
7. Follow all directions given by supervisors.
8. Line up in an orderly manner outside the assessment room and follow directions regarding behaviour and equipment checks.
9. Do not enter the room until instructed.
10. Once you enter the room do not speak to anyone except a supervisor — raise your hand and wait quietly.
11. Sit at the desk allocated to you.
12. If you have a water bottle, place it on the floor when not in use.
13. Remove your watch and place it in clear view on your desk (**Note:** smart watches and fitness trackers are prohibited). Equipment may be removed from a container or ziplock bag and placed on your desk.
14. Do not pick up any writing equipment or touch a calculator during perusal time.
15. Do not write in the response book or touch a calculator during planning time.
16. Do not cheat or help others to cheat. All work submitted must be your own. Do not look at or copy another student's work.
17. Do not ask to borrow equipment from other students. Do not communicate in any way with any other student.
18. Do not ask anyone to explain or interpret an assessment item.
19. If you need additional assessment materials, or need to leave the room, signal a supervisor by raising your hand and waiting quietly.
20. Carefully follow the instructions written on all your assessment materials.
21. Do not write or draw any offensive content on your assessment materials.
22. Keep your response books intact. Do not remove any pages or parts of pages.
23. Stop writing immediately when instructed to do so by a supervisor.
24. Remain seated and silent while your assessment materials are collected and checked.
25. Do not leave the assessment room until instructed by a supervisor.
26. Do not take any assessment materials with you when you leave the room — including place cards, planning paper, stimulus books and question books.

<sup>1</sup> Access arrangements and reasonable adjustments

# Approved equipment list

## Both School-based assessment and External assessment



Supervisors will check your equipment, including calculators, before you enter the assessment room.

## Approved equipment for all assessments

- black or blue pens
- 2B pencil, sharpener and eraser  
**Note:** a 2B pencil is only required for multiple choice questions and drawing graphs or diagrams. Black or blue pen must be used for all other written responses.
- a highlighter
- a clear plastic ruler
- water in a clear unlabelled bottle
- asthma inhaler.

You may use a clear plastic container or ziplock bag to carry your equipment if needed.

For Design only, a set of coloured pencils or pens, black felt tip pen.

## QCAA-approved calculators

Only calculators approved for use in assessments are permitted. Scientific and graphics calculators must:

- be handheld and solar or battery powered
- be cleared of memory before the assessment/s
- be the approved make and model as specified on the Caloundra SHS Stationery List.

For assessments that permit the use of a non-programmable calculator (Accounting, Legal Studies), the calculator must be handheld and solar or battery powered. It must not allow access to the following functions: computer algebra system (CAS), spellchecker, dictionary, thesaurus or translator.

## Student devices

For assessments that require the use of a laptop, you will use your BYO device and wired earphones/headphones (cannot be Bluetooth, wireless, noise-cancelling or have a microphone).

## Prohibited materials

The items below are prohibited in any assessment room, except if specifically approved as an AARA, or listed as approved equipment for an assessment, e.g. for a subject that requires students to use a device or permits the use of a dictionary.

- mobile phones
- smart watches and fitness trackers
- any other electronic device that stores, retrieves, displays or communicates digital information
- correction fluid or correction tape
- dictionaries
- erasable pens
- blank paper, notes, any printed/written material
- tissues\*.

\* Schools may supply tissues in assessment rooms but students cannot bring them in.