

Appendix 2

4.3.1 School based assessments

Year 11 and 12 ATAR exams – School Based Senior School examination processes

The School Planner outlines the timing for all senior school exam periods.

Procedure for school-based exams are as follows;

Preparation for ATAR subject exams

1. Ensure the student list for Year 11 and 12 EAA students, together with their adjustments and ATAR subjects, are accurate.
2. Provide the list to the school officer responsible for preparing the exam packages.
3. The room to access the “Equitable Access Adjustments” is listed in the Supervision Roster the Associate Principal Senior School prepares for the exams.
4. Exam papers will be on the desks. Locate the package which has their name. Sit in this seat.
5. Students who have two exams on the same day can have one of the exams moved to the next available time. Students with ‘extra time’ find there is not enough time to have a break before the commencement of the afternoon session.

On the day of the exam:

Supervisor:

1. Collect exam papers from the Administration Office.
2. Put papers on the desks. There is often more than one exam in the room. Keep subjects together.
3. Write the times on the board, including extra working time.
4. Place ‘rest time’ sheets on either the teacher or student’s desk.

Students:

1. Enter the room and locate their seat.
2. Check they have the right paper and EAA. Find the correct times for their exam on the board.

Learning Support Coordinator:

Ensure

1. Exam is set up correctly as per instructions included with exam package.
2. 'Rest time' sheets are placed on either the teacher or student's desk.
3. Times on board are accurate.
4. Students are settled and ready to start.
5. Absences noted and give to Head of Year.
6. The exam supervisor is confident with administering the adjustments. If not, provide a quick explanation of how each concession is administered. (refer to cheat sheet)

Lower School Exams:

At CSHS, Year 10 students complete both Semester 1 and Semester 2 exams. Year 9 students only complete Semester 2 exams. The exam timetable is set by the Head of Years. Students who receive Equitable Access Adjustments sit their exams in rooms separate from their peers. This allows for a safe and supportive environment for students to use and experiment with their concessions, in preparation for Years 11 and 12. The Lead Education Assistant (EA) is responsible for timetabling EA support within the exam rooms.

Prior to Exams	Exam Day
<ul style="list-style-type: none"> - Using the timetable put out to students in the cohort by the HOY/Associate Principal, timetable students into the Equitable Access Arrangement (EAA) rooms. - Inform students of their concessions and how to access them - Locate/timetable available rooms - Timetable a supervising teacher and EAs into each EAA room. - Produce and distribute individual timetables to students on the EAA list. - Speak to Associate Principal to ensure rooms are open for the start of exams. - Inform parents via SEQTA - Communicate names and concessions to the school officer organising and printing exams - Send out student list to all staff notifying them of students who will be accessing concessions in the Equitable Access rooms - Ensure appropriate assessments are assigned to students who require modified papers. 	<ul style="list-style-type: none"> - EA/LSC to collect papers from the office and take to the allocated exam room - EA/LSC put papers on the desks. Students find their paper and sit in designated seat. - Times are to be written on the board, including extra time if in an Extra Time room. - Rest time students need to indicate when they are about to take rest, and this is recorded on a "Rest Sheet." This time is added to the finish time of the exam. This needs to be worked out individually for each student. - Attendance: Supervising teacher is to record attendance and email to the appropriate year secretary. - At the end of the exams, collect papers and take them to either the Office or the relevant Learning Area - EAs to supervise students leaving the room for Rest.

It is possible to have multiple finishing times in the one room. Students need to be aware of the time that applies to them. (Point our relevant time on board).

4.3.2 External assessment (including NAPLAN, OLNA, Externally Set Tasks and WACE exams)

Year 12 WACE exams – SCSA

Students completing the written WACE exams in Year 12 do so at Churchlands Senior High School (unless otherwise notified).

The WACE timetable is prepared by SCSA and is accessed through the student portal.

External invigilators are used to supervise the WACE exams. Students who have approved Equitable Access to Adjustments (as per the application process below) will access their concessions in the room nominated by the Supervisor in Charge.

Students receiving EAAs must bring identification and their personalized WACE exam timetable, which states the approved adjustments to each exam.

Year 12 Equitable Access Adjustments Applications

Students with a diagnosed disability can apply for Equitable Access Adjustments (EAAs, previously Special Exam Arrangements) for the Year 12 exams. Further information can be found on the SCSA website.

During term one of year 12, students receiving Equitable Access Adjustments must apply to have these adjustments approved by SCSA to access in the WACE exams. The document is completed by the student and Learning Support Co-Ordinator at school and is submitted to SCSA with supporting documents, essays and both student and principal signatures. Information on the Application for Equitable Access Adjustments can be found on the SCSA website. Further information can be found on the SCSA website.

Students continue to access the adjustment applied for until the results confirming the approved concessions are received.

Externally Set Tasks (ESTs)

Disability adjustments may be considered for students who have a diagnosis from a specialized medical professional. Adjustments given to students are outlined in the Equitable Access to Assessment Policy and Guidelines on SCSA website. Adjustments should enable students with disabilities to access the assessment equally to their peers.

Staff are required to follow the Senior School exam procedures as outlined above.

Prior to Assessment:

- Ensure the list of students eligible for adjustments is updated.

NAPLAN 7 & 9

Prior to Assessment:

- Ensure the list of students eligible for adjustments is up to date.
- Enter the student's information/adjustment on the associated platform or provide teaching staff for students to access adjustments in the classroom.
- Communicate to parents the Equitable Assessment Adjustment their child will receive via SEQTA
- Liaise with relevant school personnel regarding timetabling and rooming logistics

Assessment Day / session

- The Learning Support team checks in with supervising teachers to ensure they are confident to provide the equitable assessment concessions.

OLNA

Prior to Assessment:

- Ensure the list of students eligible for adjustments is up to date.
- Enter the student's information/adjustment on the associated platform or provide teaching staff for students to access adjustments in the classroom.
- Communicate to parents the Equitable Assessment Adjustment their child will receive via SEQTA
- Liaise with relevant school personnel regarding timetabling and rooming logistics

Assessment Day / session:

- The Learning Support team checks in with supervising teachers to ensure they are confident to provide the equitable assessment concessions.