



Dear Year 12 Students

This year already some supervisors and I have had the opportunity to assist you during the Trial Examination period. We look forward to assisting you again in the HSC examinations, following NESA regulations.

For the HSC we are employed by NESA. The HSC is an external exam and St Edward's College is providing the venue for their students to sit these exams.

Please be aware that NESA mandates the centre where you sit your English exam **is where you sit all examinations**. This means that students (who are seated under centre 760 for English) and have studied subjects online or with another school such as St Joseph's will sit their HSC examination at St Edwards. Subjects such as Spanish and Society and Culture will be sitting at St Edwards.

The HSC is approaching and while covid restrictions have lightened, please be aware that supervisors and I have chosen to wear masks. There will be covid cleaning after each exam, and hand sanitising equipment is available for your use. Social distancing of desks will also occur. Please refer to covid precaution information that NESA expects to be followed and actioned.

Most importantly please arrive punctually at the exam venue. NESA states it is not an acceptable excuse if you miss an exam because you misread the timetable.

With the large candidature examinations such as English Paper 1, Paper 2 (October 12 and 13) and on the morning of Mathematics day (October 20), there is an expectation that you are on site under the sails waiting to be called into the exam **40 minutes** before the scheduled start time. Day One English present by **09:10**. Day Two English and Mathematics Day please be present by **08:20**. It takes time to get you into the hall, review what is required by NESA and start at the scheduled time. Science Extension is to be present at **09:15** for sound checks etc and for all other exams you must be 15 minutes before scheduled start time.

The HSC Examination period starts October 12 and concludes November 4. This year examinations are in the ERC until October 20, morning session. After that time, the 1.30pm Mathematics Extension 2 examination will be held in the Brother Cusack Room in the Library. From October 21 examinations will be in Rooms 65, 66, 67. Music 1, French and Spanish are being held in Room 72 for better audio quality. Science Extension is being held in Room 14 for computer requirements.

I have been advised that this room allocation will be placed on your portal to avoid confusion.

When in the ERC you are asked to enter and leave the ERC via the door near the PDHPE office. Place your bags outside the ERC door and in the area that has been restricted to the rest of the student body during the exam period.

Make sure you read your rules and procedures for the HSC carefully and ensure you bring all the necessary equipment with you into the exam room. You are not permitted to borrow items. It is suggested that you bring spare pens, have new batteries in your calculator and that the calculator has its memory cleared. NESA does not accept NOT having a working calculator or pen as a reason for misadventure claims. On exam papers they will ask you to use a black pen as papers are scanned for marking and black is clearer.

**UNDER NO CIRCUMSTANCES** are mobile phones or any other digital devices such as an iPod, MP3 player, smart watch, tablet etc permitted into the exam room. If you are found in possession of any such device, it will be collected and held until after the exam. No responsibility will be taken for these items.





As you enter each exam, items such as reading glass cases will be checked. Water is permitted in a clear unmarked bottle with no label.

(Other fluids or food that is permitted by NESA as a special provision approval only will be accepted). All pens, calculators, equipment etc should be in an unclouded plastic bag.

It is school policy that all students must stay for the duration of the exam. No one who finishes early can leave early.

If you need to leave the examination room during the exam (e.g. toilet break) raise your hand and a supervisor will accompany you and document the time you are away from your exam desk.

You will be seated in the venue in alphanumerical order. A blue form with your name, student number, subject etc, will be on your allocated desk. **You must not leave any HSC examination room until all details as to the number of booklets used etc has been completed, checked, and signed by you and a supervisor.** This document is evidence that you have completed the exam and contains information on what you are submitting.

Please note that your name must not appear on any answer booklet (accept multiple choice). After you have been signed off and the examination time has concluded, you will be told when you may leave. This year, with covid cleaning happening after each exam, please tilt your chair and lean it on your desk to notify cleaning staff the desk requires their attention.

Under no circumstance are you permitted to take the exam paper or any issued exam material out of the exam room. This includes writing booklets and question papers.

Your exam results will be emailed to you at your nominated email address. To ensure details are correct, you will be issued a green form for you to check and if there are any errors, please see Mr Summerhayes, otherwise no action needs to be taken but please take the green sheet home with you.

**DO NOT COME TO THE SCHOOL IF UNWELL.** Make sure you notify the school if you are ill or for some reason cannot attend the exam.

Remember to allow plenty of time for traffic and parking when driving to an exam.

Best wishes to you all in the final weeks of study and during the exam period. See you all soon.

Kindest Regards

Mrs D Massey  
Presiding Officer  
St Edward's College  
9 September 2022

