



# Holy Cross College, Ryde

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[www.holycrosscollege.org](http://www.holycrosscollege.org)

5 April 2017

Dear Parents of Year 11,

As many of you are aware, the Year 11 Half Yearly Examinations commence in Term 2, Week 2 on Monday 1 May, 2017.

Students have already been given their examination timetables (hard copy) in HCT. Please be aware that they are also available on the College Website at:

<http://www.holycrosscollege.org/currentstudents/examinations.php>

I will meet with Year 11 students early next term to explain the expectations around the examinations. I have below, for your perusal, the information the students will be given by me.

1. Students only come in for examinations – that means, he is not required at school unless he has an examination.
2. Students will be informed of where the exams will be held prior to the commencement of the examinations. It is expected that the College Hall will, be used for the majority of the examinations. However, other areas of the College may be used for examinations.
3. No student can leave an examination early.
4. No student is permitted to visit the bathroom during the exam.
5. All equipment must be in a **plastic sleeve**. Please remind the students that no pencil cases are allowed inside the examination centre and under no circumstance is borrowing allowed during an examination. Students are to consult with their teachers regarding equipment to be used in each examination so that they are best prepared before the day.
6. Mobile phones are not allowed in the examination centre. If a student has a mobile phone - they need to be turned off and it should then be placed in an envelope with the name of the student clearly written at the front and handed in to Mr Gillies at the beginning of the examination.
7. Bags are not permitted in the examination centre.
8. Students are to wear their full College winter uniform. This means that all students are expected to have their blazers and should continue to adhere to the College grooming policies in regards to shaving and presentation.
9. Students are not permitted to remove any paper from the examination centre.

10. If a student is unable to attend an examination, the Year Coordinator and KLA Coordinator must be notified by email, by no later than 8am on the morning of the scheduled examination. A medical certificate must be provided for all absences and I ask you to please refer to the Assessment and Absence procedures outline I have attached.
11. If your son has two examinations on one day and would like to return to school in between examinations, they are limited to the FLP, Visser Lawn and Delany Paddock. Please be aware, that your sons will be unsupervised in the areas. As senior students of the College, we trust the boys are mature enough to work in such an environment.

Students are encouraged to revise, seek assistance and make time to study for these examinations. It is important that students walk into their examinations feeling confident to achieve their personal best.

If you need clarification or have questions about anything, please do not hesitate to contact me via email or at the College. It is important that we continue to work together to support your son and with open channels of communication- the students will feel more confident in expressing any of their concerns.

I thank you again for your continued support and I wish your son the best during his examinations and hope he finds them a rewarding experience. It is important that once examinations are returned, that you reflect on the feedback with your son and how their results correspond with their set targets. This continued conversation around targets, achievement, organisation and hard work will set the tone for the final 18 months of your son's education.

Yours sincerely,



Mr Andrew Gillies  
YEAR 11 COORDINATOR



Mr Michael Reid  
ASSISTANT PRINCIPAL