



2023 AP4 Examination Timetable

Students are responsible for checking the **starting times and location of examinations**. All examinations are in the MPC unless specifically indicated on the timetable. Students only attend school on the days and times they have an AP assessment scheduled during the AP assessment period.

You must arrive at school at least 30 minutes prior to the start of your exam and be ready to enter the examination room at least **10 minutes before the commencement of each assessment**.

Students are **not** permitted to leave the assessment room until the advertised finish time of the assessment has elapsed.

You must have all the necessary NESA approved equipment. Students are not permitted to borrow equipment during the assessment.

Mobile telephones and smart watches/ devices are not permitted in the assessment room nor are to be used as a calculator or timer.

You may have water in a clear (no colour) bottle but are not permitted food or other drinks in the assessment room unless special medical provisions have been arranged prior to the assessment.

Absence from an AP Assessment: A *CTHS Medical Certificate* or other appropriate supporting documentation, and a completed *Illness/ Misadventure* form are required if you are absent from an assessment. Students must contact Miss Adamou as soon as practicable to advise of their absence from an AP task. The above documentation must be submitted to Miss Adamou asap but **no later than 3 days after the AP period has finish**. Students who are not absent due to an illness or misadventure reason will receive a **zero mark**. Students **cannot** nominate the rescheduled time/ date, this will be determined by Miss Adamou who will reschedule assessments for the **first timeslot available** for a particular student. No AP task will be rescheduled outside of the AP time period.

Students must provide a **copy of their medical certificate to the Student Window** as per normal absent from school procedures, in addition to including a copy with the *Illness/ Misadventure* application.

Students will need to apply for special permission from the relevant KLA Head Teacher if an assessment needs to be undertaken prior to the original advertised date/ time. Students will need to present documentation to the KLA Head Teacher to support their request to sit an assessment prior to the advertised time/ date.

Illness/ Misadventure: Students who have completed an assessment but felt they were disadvantaged due to an illness or misadventure can complete and submit an *Illness/ Misadventure Form* to Miss Adamou as soon as possible after the assessment, but **no later than 3 days after the assessment period has finish**. Students should submit the *Illness/ Misadventure Form* along with a *CTHS Medical Certificate* or other appropriate supporting documentation.

Disability Provisions- Where a student is granted extra time this will be given at the end of the scheduled assessment time. Check times listed on information provided to you by Mr Edinborough.

Disability Provisions Tasks are generally timetabled in rooms other than the MPC. Check your Room and Examination time on the information provided to you by Mr Edinborough.

Student Malpractice is dishonest behaviour by a student which gives them an unfair advantage over others. Malpractice in any assessment task or exam is a serious offence. The school and the NSW Education Standards Authority (NESA) take malpractice very seriously and have strict rules in place to deal with such matters. As a school, we actively discourage any student who is thinking of participating in dishonest behaviour resulting in an unfair advantage. Detected malpractice may lead to reduced or **ZERO** marks, the loss of one or more courses towards the HSC and damage to the student's ability to apply for entry to TAFE or university courses.

Assessment Room Procedures

Students must follow the day-to-day rules of the CTHS.

Students are required to attend every task wearing full school uniform. Staff will undertake a uniform check at every task. It is the student's responsibility to wear their uniform correctly so that it is obvious and clearly visible they are doing so, otherwise staff will ask them to demonstrate they are in fact wearing the full school uniform. Names of students out of uniform will be recorded, but no 'Out of Uniform' slip will be issued. Students must present themselves to E2.3 the first day back after the AP period has finished.

It is the student's responsibility to be aware of, and provide, the equipment allowed for each task.

Generally, students may only take equipment listed below into the assessment room:

- black pens only
- pencils, erasers and a sharpener
- a pencil case that is clear and see-through (no colour)
- a ruler marked in millimetres and centimetres
- highlighter pens
- a bottle of water in a clear (no colour) bottle.
- A NESA approved calculator

Students must **NOT** bring any of the following into the assessment room:

- a mobile phone or programmable watch e.g. a smart watch
- any electronic device (except a calculator where permitted). This includes communication devices, organisers, tablets (e.g. iPads, etc), music players or electronic dictionaries
- paper or any printed or written material (including the examination timetable)
- dictionaries, except where permitted in Languages tasks
- correction fluid or correction tape.

All equipment is subject to inspection by staff. Students are not permitted to borrow equipment. Students will be directed to place unauthorised items in a designated place and breach of examination rule procedures will be followed. Staff are not responsible for these items.

Analogue watches will need to be removed and placed in clear view on the desk. Programmable watches, including smartwatches, are not allowed in the assessment room.

It is the student's responsibility to make sure that the correct assessment paper has been provided for the course they have entered. When asked to do so by the supervisor, students must also check the assessment papers to make sure that there are no pages/ booklets missing.

Supervisors are not permitted to interpret task questions or instructions relating to questions

Students must stop writing immediately when told to do so by the supervisor. Please note, students may not write their name on assessment papers outside of the official writing time.

Students must not leave the assessment room during the task, except in an emergency. Students are required to use the toilets in the MPC for those tasks scheduled in that venue. Only one student at a time will be allowed to the bathroom and they must record their name and the time in the booklet prior and the time after on their return.

Students must not remove any assessment materials from the room.

Students must behave in a polite and courteous manner towards the supervisors and other students.

Students are required to attempt a range of question types throughout the assessment paper. Simply attempting multiple-choice questions is not sufficient for an attempt to be considered serious.

If students do not follow these rules, or if they cheat in the assessments in any way, they will be reported to NESAs.

Actions that may be illegal may be reported to the police

Source: 2023 Higher School Certificate: Rules and Procedures



2023 ILLNESS OR MISADVENTURE FORM

A student who believes that circumstances occurring immediately prior to or on the day of a non-AP assessment task or AP examination, which were beyond their control, leading to a possible diminished result in the task, should complete this form and give it to the **Head Teacher Stage 6, no later than the next school day after the AP examination or BEFORE the marks of an assessment task have been returned. A copy of the medical certificate must also be provided to the student window.**

In dealing with illness/misadventure **there can be no consideration for:**

- Difficulties in preparation or general loss of preparation time
- Alleged deficiencies in teaching
- Loss of study time or facilities prior to the formal assessment
- Misreading of the timetable or examination instructions
- Long term illness, such as glandular fever, asthma and epilepsy - unless there is evidence of a sudden recurrence during the examination period
- Conditions for which disability provisions have been granted, unless you experience further difficulties
- Attendance at a sporting or cultural event
- Matters that could have been avoided by the student.

Note: Failure to fully complete this form or provide necessary detail and supporting documentation will result in an application being declined.

| | |
|--|---|
| Student's name: _____ | Year: <input type="checkbox"/> 11 <input type="checkbox"/> 12 |
| Name of Assessment task/s or AP examination affected: _____ | |
| Original date of assessment task/s or AP examination: _____ | |
| Attach a copy of the assessment notification for a non-AP assessment task | |
| Students must describe how the illness or misadventure suffered has affected their performance in the assessment task or AP examination. Attach independent evidence of the illness or misadventure (CTHS Medical Certificate, counsellor report etc. If the space below is not adequate please use the reverse) | |
| _____ | |
| _____ | |
| _____ | |
| Was the task attempted/on the original date? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Was the task rescheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No | What was the rescheduled date? _____ |
| Did you notify a teacher that you were submitting an Illness or Misadventure Form immediately prior to, or during the task? <input type="checkbox"/> Yes <input type="checkbox"/> No | If 'Yes' then who? _____ |
| Student's signature: _____ | Date: _____ |
| Parent's signature: _____ | Date: _____ |
| Please submit this application to the Head Teacher, Stage 6 no later than one day after the assessment task or AP exam period had ended. | |
| For Office Use Only | |
| Date submitted: _____ | Received by: _____ |
| Assessment Committee Decision: | |
| | |



Cherrybrook Technology High School
28 - 44 Purchase Rd Cherrybrook 2126
Ph: 9484 2144

MEDICAL CERTIFICATE

Doctor's name: Date:

Address:

I certify that on the above date I examined
(student's name)

The patient is suffering from
(diagnosis provided with patient's consent where possible)

Is suffering from a medical condition of a confidential nature.

In my opinion this condition will affect the completion of the following: (please tick)

| | In minor way | Moderately | Severely |
|-----------------------|--------------------------|--------------------------|--------------------------|
| CLASS ATTENDANCE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WRITTEN ASSIGNMENTS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PRACTICAL ASSIGNMENTS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PRIVATE STUDY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

For the period: to

EXAMINATIONS: The student is unable to sit for examinations on:

OTHER REMARKS:.....

.....
.....

.....
Signature of medical practitioner

Doctor stamp (include provider number)

2023 AP4 Timetable

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|--|--|---|
| Week 1 31-07-2023 Monday | 12English Advanced Paper 1 exam (186) 🏠 EXMPC2 08:30 - 10:10 (1h 40mins) | 12Retail Services (5) 🏠 EXMPC2 13:00 - 15:05 (2h 5mins) |
| | 12EAL/D Paper 1 exam (8) 🏠 A2.12 08:30 - 10:10 (1h 40mins) | |
| | 12English Standard Paper 1 exam Group 1 MPC (75) 🏠 EXMPC3 08:30 - 10:10 (1h 40mins) | |
| | 12English Standard Paper 1 exam Group 2 A2.22 (30) 🏠 A2.22 08:30 - 10:10 (1h 40mins) | |
| | 12English Standard Paper 1 exam Group 3 A2.24 (15) 🏠 A2.24 08:30 - 10:10 (1h 40mins) | |
| | 12English Studies exam (7) 🏠 A2.25 08:30 - 11:10 (2h 40mins) | |

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|------------------------------------|---|--|
| 01-08-2023 Tuesday | 12English Advanced paper 2 exam (186) 🏠 EXMPC2 08:30 - 10:35 (2h 5mins) | 12Japanese Extension Oral exam (2) 🏠 A2.20 13:00 - 13:30 (0h 30mins) |
| | 12English Standard paper 2 exam Group 1 MPC (75) 🏠 EXMPC3 08:30 - 10:35 (2h 5mins) | 12French Continuers Oral exam (4) 🏠 A2.14 13:00 - 14:00 (1h 0mins) |
| | 12English Standard Paper 2 exam Group 2 A2.22 (30) 🏠 A2.22 08:30 - 10:35 (2h 5mins) | |
| | 12English Standard Paper 2 exam Group 3 A2.24 (15) 🏠 A2.24 08:30 - 11:35 (3h 5mins) | |
| | 12EAL/D Paper 2 + Listening exam (8) 🏠 A2.12 08:30 - 10:30 (2h 0mins) | |
| 02-08-2023 Wednesday | 12Music 2 + Extension Practical exam (8) 🏠 D1.7 08:30 - 14:30 (6h 0mins) | 12Japanese Continuers Oral exam (9) 🏠 A2.14 13:00 - 15:00 (2h 0mins) |
| | 12Japanese Beginners Oral exam (6) 🏠 A2.14 08:30 - 09:40 (1h 10mins) | 12French Extension Oral exam (4) 🏠 A2.20 13:00 - 14:00 (1h 0mins) |
| 03-08-2023 Thursday | 12Biology exam (112) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins) | 12Geography exam (32) 🏠 EXMPC2 13:00 - 16:05 (3h 5mins) |
| | | 12Engineering Studies exam (27) 🏠 EXMPC3 13:00 - 16:05 (3h 5mins) |

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|----------------------------------|--|---|
| 04-08-2023 Friday | 12Mathematics Advanced exam (163) 🏠 EXMPC2 08:30 - 11:40 (3h 10mins) | 12Textiles and Design exam (5) 🏠 EXMPC2 13:00 - 14:35 (1h 35mins) |
| | 12Mathematics Standard 2 exam Group 1 MPC (105) 🏠 EXMPC3 08:30 - 11:10 (2h 40mins) | 12Dance Written exam (5) 🏠 EXMPC3 13:00 - 14:05 (1h 5mins) |
| | 12Mathematics Standard 2 exam Group 2 A2.22 (32) 🏠 A2.22 08:30 - 11:10 (2h 40mins) | |
| | 12Mathematics Standard 1 exam (8) 🏠 A2.12 08:30 - 10:40 (2h 10mins) | |
| 05-08-2023 | | |
| 06-08-2023 | | |
| 07-08-2023 Monday | 12Business Studies exam (122) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins) | 12Maths Extension 2 exam (21) 🏠 EXMPC2 13:00 - 16:10 (3h 10mins) |
| | | 12Earth and Environmental Science exam (19) 🏠 EXMPC3 13:00 - 16:05 (3h 5mins) |
| 08-08-2023 Tuesday | 12Ancient History exam (28) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins) | 12Physics exam (71) 🏠 EXMPC2 13:00 - 16:05 (3h 5mins) |
| | 12Community and Family Studies exam (15) 🏠 EXMPC3 08:30 - 11:35 (3h 5mins) | |
| | 12Music 1 Aural exam (4) 🏠 D1.7 08:30 - 09:35 (1h 5mins) | |

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|--------------------------------|---|--|
| 09-08-2023 Wednesday | <p>12Chemistry exam (84) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins)</p> | <p>12Information Processes and Technology exam (26) 🏠 EXMPC2 13:00 - 16:05 (3h 5mins)</p> <p>12Drama Written exam (9) 🏠 EXMPC3 13:00 - 14:35 (1h 35mins)</p> |
| | <p>12Food Technology exam (14) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins)</p> <p>12Economics exam (63) 🏠 EXMPC3 08:30 - 11:35 (3h 5mins)</p> <p>12Music 2 Musicology exam (8) 🏠 D1.7 08:30 - 10:35 (2h 5mins)</p> <p>12French Continuers Written exam (4) 🏠 A2.14 08:30 - 11:30 (3h 0mins)</p> | <p>12Legal Studies exam (50) 🏠 EXMPC2 13:00 - 16:05 (3h 5mins)</p> <p>12Japanese Extension Written exam (2) 🏠 A2.14 13:00 - 15:00 (2h 0mins)</p> |
| 10-08-2023 Thursday | | |
| 11-08-2023 Friday | <p>12Personal Development Health and Physical Education exam (113) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins)</p> | <p>12Mathematics Extension 1 exam (73) 🏠 EXMPC2 13:00 - 15:10 (2h 10mins)</p> |
| 12-08-2023 | | |
| 13-08-2023 | | |
| 14-08-2023 Monday | <p>11Aboriginal Studies (HSC) exam (0) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins)</p> <p>12Visual Arts exam (45) 🏠 EXMPC3 08:30 - 10:05 (1h 35mins)</p> | <p>12Society and Culture exam (36) 🏠 EXMPC2 13:00 - 15:05 (2h 5mins)</p> |
| | | |

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|--------------------------------|---|--|
| 15-08-2023 Tuesday | 12Software Design and Development exam (33) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins) | 12Hospitality Kitchen Operations VET 240 hours exam (20) 🏠 EXMPC2 13:00 - 15:05 (2h 5mins) |
| | 12English Extension exam (10) 🏠 EXMPC3 08:30 - 11:35 (3h 5mins) | 12Design and Technology exam (18) 🏠 EXMPC3 13:00 - 14:35 (1h 35mins) |
| | 12French Extension Written exam (4) 🏠 A2.14 08:30 - 10:30 (2h 0mins) | |
| 16-08-2023 Wednesday | 12Modern History exam (40) 🏠 EXMPC2 08:30 - 11:35 (3h 5mins) | 12Industrial Technology - Electronics exam (16) 🏠 EXMPC2 13:00 - 14:35 (1h 35mins) |
| | | 12Industrial Technology - Graphics exam (4) 🏠 EXMPC3 13:00 - 14:35 (1h 35mins) |
| | | 12Industrial Technology - Multimedia exam (5) 🏠 EXMPC4 13:00 - 14:35 (1h 35mins) |
| | | 12Industrial Technology - Timber Products and Furniture exam (19) 🏠 EXMPC5 13:00 - 14:35 (1h 35mins) |
| 17-08-2023 Thursday | 12History Extension exam (7) 🏠 EXMPC2 08:30 - 10:40 (2h 10mins) | 12Science Extension exam (4) 🏠 F2.1 13:00 - 15:10 (2h 10mins) |
| | 12Investigating Science exam (20) 🏠 EXMPC3 08:30 - 11:35 (3h 5mins) | |
| | 12Japanese Continuers Written exam (9) 🏠 A2.14 08:30 - 11:30 (3h 0mins) | |

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|---------------------------------|---|---------------------------|
| 18-08-2023 Friday | <div data-bbox="315 132 1037 252"> 12Japanese Beginners Written exam (6) 🏠 A2.14 08:30 - 11:10 (2h 40mins) </div> <div data-bbox="315 252 1037 379"> 12Music 1 Practical exam (4) 🏠 D1.7 08:30 - 11:00 (2h 30mins) </div> | |