



2024 AP3 Timetable

Students are responsible for checking the **starting times and location of tasks**. All tasks are in the MPC unless specifically indicated on the timetable.

You must be ready to enter the assessment room **10 minutes before the commencement of each task**. Students are **not** permitted to enter the assessment room after the first hour has elapsed.

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

Absence from an AP Task: A *CTHS Medical Certificate* or other appropriate supporting documentation, and a completed *Illness/ Misadventure* form are required if you are absent from a formal task. Students must contact Miss Adamou as soon as practicable to advise of their absence. During Week 11 (8th and 12st April) students should contact Mr Edinborough while Miss Adamou is at camp. The completed *Illness/ Misadventure* form and supporting documentation must be submitted to Miss Adamou asap but **no later than 3 days after the AP period has finish**. Students who miss an examination without a valid reason and supporting documentation will receive a **zero mark** and will not be permitted to re-schedule their task. Students **cannot** nominate the rescheduled time/ date, this will be determined by Miss Adamou who will reschedule the missed task for the **first timeslot available** for a particular student. No AP task will be rescheduled outside of the AP time period.

Students will need to apply for special permission from the relevant KLA Head Teacher if a task needs to be undertaken prior to the original advertised date/ time. This is to be documented on an *Illness/ Misadventure* form that is given to Miss Adamou after permission is obtained from the relevant Head Teacher KLA.

Illness/ Misadventure: Students who have completed an exam, but felt they were disadvantaged due to an illness or misadventure while undertaking the exam, can complete and submit an *Illness/ Misadventure Form* to Miss Adamou as soon as possible after the task, but **no later than 3 days after the AP 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 has been given disability provisions they must see Mr Edinborough to collect their personalised timetable.

Student Malpractice is dishonest behaviour by a student which gives them an unfair advantage over others. Malpractice in any assessment task 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.

Examination Room Procedures

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

Students must present their School ID cards upon entry to the examination room AND leave the card displayed on their desk for the duration of the examination.

Students are required to attend every task wearing full school uniform and to present their Student Identification Card on their desk. 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, use pencil only when instructed to do so
- pencils, erasers and a sharpener (use pencils where specifically directed)
- 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.

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

- a mobile phone or programmable watch like 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. 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 engage in academic malpractice 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, pp17-21



2024 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)

2024 AP3 Timetable Final

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|--|--|--|
| Week 1 25-03-2024 Monday | 12English Advanced (235) 🏠 EXMPC1-IC 08:30 - 10:40 (2h 10mins) | 12English Standard (95) 🏠 EXMPC1-IC 13:00 - 15:10 (2h 10mins) |
| | | 12EAL/D (6) 🏠 EXMPC1-IC 13:00 - 14:40 (1h 40mins) |
| 26-03-2024 Tuesday | 12Society and Culture (48) 🏠 EXMPC1-IC 08:30 - 10:05 (1h 35mins) | 12Modern History (37) 🏠 EXMPC1-IC 13:00 - 15:05 (2h 5mins) |
| | 12French Continuers Written (3) 🏠 A2.14 08:30 - 10:35 (2h 5mins) | 12Textiles and Design (6) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| | 12Drama Practical (6) 🏠 C1.1 C2.1 08:30 - 12:30 (4h 0mins) | |
| 27-03-2024 Wednesday | 12Mathematics Advanced (170) 🏠 EXMPC1-IC 08:30 - 10:10 (1h 40mins) | 12Mathematics Standard (158) 🏠 EXMPC1-IC 13:00 - 14:40 (1h 40mins) |
| 28-03-2024 Thursday | 12Business Studies (128) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | 12Ancient History (24) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| 29-03-2024 | Good Friday - no exams (0) 08:30 - 15:30 (7h 0mins) | |
| 30-03-2024 | | |
| 31-03-2024 | | |
| 01-04-2024 | Easter Monday - no exams (0) 08:30 - 15:30 (7h 0mins) | |

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|---|--|---|
| Week 2 02-04-2024 Tuesday | 12French Beginners Written (2) 🏠 A2.14 08:30 - 10:35 (2h 5mins) | 12Japanese Continuers Written (25) 🏠 B1.24 B1.23 13:00 - 15:05 (2h 5mins) |
| | 12Physics (62) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | 12French Continuers Speaking (3) 🏠 A2.14 13:00 - 13:45 (0h 45mins) |
| 03-04-2024 Wednesday | 12Music 2/ Extension Written (7) 🏠 D1.7 08:30 - 10:35 (2h 5mins) | 12Chemistry (80) 🏠 EXMPC1-IC 13:00 - 15:05 (2h 5mins) |
| | 12PDHPE (83) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | 12Design and Technology (27) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| | 12Information Processes and Technology (30) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | |
| 04-04-2024 Thursday | 12Biology (108) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | 12Economics (56) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| 05-04-2024 Friday | 12Aboriginal Studies (Year 11 class) (0) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | 12Chinese Continuers Written (8) 🏠 A2.14 13:00 - 15:05 (2h 5mins) |
| | 12Engineering Studies (30) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | 12Software Design and Development (28) 🏠 EXMPC1-IC 13:00 - 15:05 (2h 5mins) |
| | 12Legal Studies (39) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | |
| 06-04-2024 | | |
| 07-04-2024 | | |

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|--|--|--|
| Week 3 08-04-2024 Monday | 12Studies of Religion II (11) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | 12Investigating Science (61) 🏠 EXMPC1-IC 13:00 - 15:05 (2h 5mins) |
| | 12Music 2/ Extension Practical (7) 🏠 D1.7 08:30 - 14:30 (6h 0mins) | 12History Extension (15) 🏠 EXMPC1-IC 13:00 - 15:10 (2h 10mins) |
| | 12Geography (53) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | |
| 09-04-2024 Tuesday | 12Mathematics Extension 1 (68) 🏠 EXMPC1-IC 08:30 - 10:10 (1h 40mins) | 12Visual Arts (62) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| | 12Drama Written (6) 🏠 EXMPC1-IC 08:30 - 10:05 (1h 35mins) | |
| 10-04-2024 Wednesday | 12Japanese Continuers Speaking (25) 🏠 A2.14 A2.20 08:30 - 11:30 (3h 0mins) | 12Industrial Technology - Graphics (11) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| | | 12Industrial Technology - Multimedia (10) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| | | 12Industrial Technology - Timber Products (14) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| | | 12Music 1 Written (13) 🏠 D1.7 13:25- 14:05 (1h 5mins) |

| Sessions/Dates | Session starting at 8:30 | Session starting at 13:00 |
|-----------------------------------|--|---|
| 11-04-2024 Thursday | 12Food Technology (18) 🏠 EXMPC1-IC 08:30 - 10:35 (2h 5mins) | 12Japanese Extension Written (10) 🏠 A2.14 13:00 - 15:05 (2h 5mins) |
| | 12Mathematics Extension 2 (20) 🏠 EXMPC1-IC 08:30 - 10:10 (1h 40mins) | 12Earth and Environmental Science (20) 🏠 EXMPC1-IC 13:00 - 15:05 (2h 5mins) |
| | 12Dance Practical (2) 🏠 C1.1 C2.1 08:30 - 09:30 (1h 0mins) | 12Community and Family Studies (27) 🏠 EXMPC1-IC 13:00 - 14:35 (1h 35mins) |
| | 12Chinese Continuers Speaking (8) 🏠 A2.14 08:30 - 10:30 (2h 0mins) | |
| 12-04-2024 Friday | 12French Beginners Speaking (2) 🏠 A2.14 08:30 - 09:00 (0h 30mins) | 12Japanese Extension Speaking (10) 🏠 A2.14 13:00 - 16:00 (3h 0mins) |
| | 12Music 1 Practical (13) 🏠 D1.7 08:30 - 12:30 (4h 0mins) | |