

Exam Rules – A Student Guide

Please make sure to read the [External Assessment Rules](#) in full before your exams.

Exam Day – You've Got This!

Before the exam starts

- Pack everything you need the night before (including your Notice of External Assessment, and any permitted materials for your exam) in a clear plastic bag, and try to get a good night's rest.
- Fuel up with breakfast, including a drink. You may wish to bring a clear water bottle with you (max. 1500mL capacity).
- Aim to arrive at least 20 minutes before the exam starts. If you are late, you may still be able to complete your exam but no extra time will be given.

Going into the exam

- Smart watches and electronic devices (including mobile phones, tablets and wireless earphones) must not be taken into the exam room.
- Bring an [approved calculator](#) with you (some exams).
- Only take permitted equipment into the exam room.

During the exam

- You must follow your school's rules for behaviour and conduct throughout exams.
- Always follow Exam Supervisors' instructions, including when you may write and where to sit.
- You must not talk in the exam room. If you have a question, raise your hand and wait for the Exam Supervisor to come to you.
- You will not be allowed to leave in the first hour or the last half hour of writing time.



Appealing a decision

TASC's Deputy Director may decide that a breach of the rules is sufficiently serious to require a penalty determined by the Conduct Review Committee. You have the right of appeal against a penalty being imposed on the grounds that a breach of the exam rules did not occur, or if the procedures used to determine if a breach occurred were inappropriate.



Breaching TASC's exam rules

May result in:

- being removed from the exam room and not given further time to complete the exam
- being unable to enter the exam room
- confiscation of prohibited item/s brought into the exam room
- cancellation of exam ratings for all students involved
- cancellation of that course's ratings for all students involved
- cancellation of all results for the year (both internally and externally assessed subjects)
- illegal actions being reported to the police.

Folios and Projects – A Student Guide

- Course-specific folio guidelines are published for each externally assessed folio (may be called a Project, Independent Study, Inquiry, Extended Design Project etc).
- Make sure to check the [course page](#) for the external assessment specifications for your course and the most up-to-date information.
- ALL material submitted for external assessment must be your own work, unless acknowledged appropriately.
- You must follow [TASC's Academic Integrity policy](#) when completing your folio.

Submit your work on time!

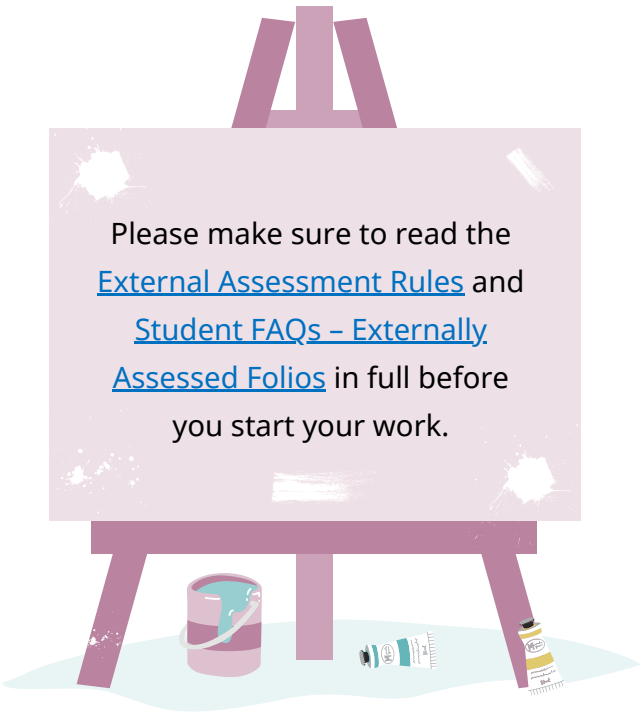
- It is your responsibility to meet the folio due date.
- Your teacher might set an internal due date that is earlier than the published deadline set by TASC.
- If you require an extension to the submission date due to illness, injury or misadventure, you will need to [submit an application](#) to TASC. Applications open shortly before folio due dates.

Submitting your folio

- Your teacher will upload your folio to TRACS once it is submitted.
- Your teacher will verify for TASC that the folio is all your own work and that you submitted it to them by the published due date.

Appealing a decision

TASC's Deputy Director may decide that a breach of the rules is sufficiently serious to require a penalty determined by the Conduct Review Committee. You have the right of appeal against a penalty being imposed on the grounds that a breach of the exam rules did not occur, or if the procedures used to determine if a breach occurred were inappropriate.



Please make sure to read the [External Assessment Rules](#) and [Student FAQs – Externally Assessed Folios](#) in full before you start your work.



Breaching TASC's rules

May result in cancellation of:

- the folio marks for all students involved
- that course's results for all students involved
- all results for the year (both internally and externally assessed subjects).

Illegal actions may also be reported to the police.