

V. H. H. H.

BLACKTOWN GIRLS' HIGH SCHOOL
PROCEDURE DURING EXAMINATIONS 1964

STAFF

1. Mistresses and Masters in charge of departments are to be responsible for the stapling and bundling of papers in all classes within the department.
Also: Art - Miss Dodd and Mrs Selwood 1F and 2F Social Studies
Latin - Mrs Rothwell and English - Miss Johnson
Music - Miss Betts
French - Miss Bassett
Miss Telford and Miss Farley are responsible for the Room Boxes in the Common Room and filling them with the appropriate papers as required. Miss Feneley will keep book of absentees.
2. Examination papers are to be collected from the boxes in the Staff Common Room before picking up class from the Assembly Lines.
3. All teachers are asked to supervise closely the packing of bags by girls at right angles to the corridor walls and to the Assembly Hall walls (inside). NO bags are to be left outside the Hall or in the playground.
4. Writing pads are to be inspected as the girls enter the examination room. While private study is in progress these must be stacked in front of the class.
5. Teachers on supervision will keep strict watch over the examinees. No correcting or reading is to be done while on examination supervision. Correction may be done while whole room is doing private study.
6. If no clock is in the classroom, the time should be recorded on the blackboard at 10 minute intervals.
7. After handing out the examination papers, and starting the examination, the teacher on duty should record on the blackboard the following information:
Examination Subject: Second Year History (example)
Number of candidates: 53
Time commenced : 9.30 (Sally White's watch.
Time^{to} finish: 11
8. Papers when collected should have written on the wrappers provided:
(a) the number of papers
(b) the number of the room
(c) the supervisor's initials
(d) the absentees (on Bundle A only)
9. Papers together with any left over papers in the classroom are to be taken by the supervisor to the Staff Common Room and handed to the Master or Mistress in charge (who will be waiting there to receive them). Language papers are to be taken to Miss Bennell in her office - Art Papers and Music papers to Mrs Prendergast. Do not send papers over by a girl.
10. If any girl speaks during the examination, or is found cheating, she is to be taken to the Principal by the teacher concerned, together with her paper at the end of the examination session.
11. Rolls must be fully marked by the Roll Teacher in the Roll Call period and no class is to be left before the end of Roll Call. Girls leaving the Roll Call Room must be dismissed in an orderly manner and movement to examination room carefully checked.
12. No class is to be dismissed from the examinations rooms before the dismissal hooter. Teachers are asked to remain in the Classroom until ALL girls have left the room.

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GIRLS

1. Lines are to be in accordance with rooms allotted for Roll Call or examination whichever is appropriate.
2. Writing pads will be sold on Wednesday morning during first period. Name must be written on front and back of pad.
3. All desks are to be cleared of papers and books before the examinations start. Special clearance to be made on Thursday at Roll Call. Rooms and desks will be checked by the Mistresses and Masters in the afternoon.
4. Writing pads are to be presented for inspection at the beginning of each examination session.
5. Wool or string (not pins or clips) is to be used to fasten papers together, on the left hand side of the paper.
6. Bags are to be left neatly stacked at right angles to the walls, in such a way as to avoid obstruction. NO MONEY IS TO BE LEFT IN BAGS OR CORRIDORS. ALL BAGS TO BE LEFT SHUT.
7. All material for the examination - rulers, pens, pencils, rubber, wool, mathematical instruments etc. must be removed from bags at the lines assembly BEFORE the class enters the building.
8. All necessary equipment must be taken to the examination room. No girl should borrow anything during the examination.
9. Some school books should be brought to school each day for Private Study. One book for private study at the beginning of the examination is to be brought in to the exam room. Before the exam papers are issued these will be passed to the front of the row and kept stacked until all examination papers have been collected. Writing pads are to be left in the front of the room until required.
10. Read all instructions carefully.
Allow half a page at the beginning of each section. No title page required.
11. Write name and class in the top right hand corner of each page
12. Number all questions carefully as on the examination paper.
13. All rooms must be left tidy, desks cleared and chairs placed on the desks, when the class is dismissed in the afternoon. Waste paper is to be collected at the end of the morning papers also.
14. No class will be dismissed before the final dismissal hour.
15. Study periods can be used for this purpose only - no craft e.g. knitting is to be done.

TIMES

Roll Call 8.55 - 9.10

MORNING EXAMINATION

Period 1 9.10 - 10.0

Period 2 10.0 - 10.50

Period 3 10.50 - 11.40

AFTERNOON EXAMINATION

Period 4 12.30 - 1.25

Period 5 1.25 - 2.15

Period 6 2.15 - 3.05

MORNING

Distribution of exam papers to be commenced at the following times:

2 hour papers : 9.10

1½ hour papers: 9.45

1 hour papers: 10.15.

AFTERNOON

Distribution of exam papers will be commenced at

2 hour paper : 12.30 1 hour : 1.50

1½ hour paper : 1.10