

Directions for students - External assessment

You must observe the QCAA's student directions as well as your school's rules and those of any other external assessment venue you attend. **Read the directions carefully.**

IMPORTANT: if you breach any of the following directions your EA result may be withheld.

1. Do not attempt to gain access to or receive information about any external assessment.
2. Do not allow someone else to sit an external assessment on your behalf.
3. Arrive at least 30 minutes prior to your scheduled assessment. Contact the EA coordinator at your school / assessment venue immediately if you will arrive late for your assessment.
4. Bring your own approved equipment. You may use a clear plastic container or ziplock bag to carry it in.
5. Place all prohibited materials in your bag or locker before entering the assessment room. Bags must be stored outside the room.
6. Do not bring food into the assessment room unless you have access arrangements and reasonable adjustments (AARA) approval.
7. Follow all directions given by supervisors.
8. Line up in an orderly manner outside the assessment room and follow directions regarding behaviour and equipment checks.
9. Do not enter the room until instructed.
10. Once you enter the room do not speak to anyone except a supervisor - raise your hand and wait quietly.
11. Sit at the desk identified by your place card.
12. If you have a water bottle, place it on the floor when not in use.
13. Remove your watch and place it in clear view on your desk (**Note:** smart watches and fitness trackers are prohibited). Equipment may be removed from a container or ziplock bag and placed on your desk.
14. When instructed, attach a barcode from your place card in the space provided on the front cover of the response book. Then write your name, learner unique identifier (LUI), school name and school code in the spaces provided.
15. Do not pick up any writing equipment or touch a calculator during perusal time.
16. Do not write in the response book or touch a calculator during planning time.
17. Do not cheat or help others to cheat. All work submitted must be your own. Do not look at or copy another student's work.
18. Do not ask to borrow equipment from other students. Do not communicate in any way with any other student.
19. Do not ask anyone to explain or interpret an assessment item.
20. If you need additional assessment materials, or need to leave the room, signal a supervisor by raising your hand and waiting quietly.
21. You will not be able to leave the assessment room in the first 40 minutes of the scheduled start time except in an emergency (i.e. you may leave after 9:40 am for a morning session and after 1:10 pm for an afternoon session).
22. You will not be able to leave in the last 10 minutes of the assessment session except in an emergency.
23. Carefully follow the instructions written on all your assessment materials.
24. Do not write or draw any offensive content on your assessment materials.
25. Keep your response books intact. Do not remove any pages or parts of pages.
26. Stop writing immediately when instructed to do so by a supervisor.
27. Remain seated and silent while your assessment materials are collected and checked.
28. Do not leave the assessment room until instructed by a supervisor.
29. Do not take any assessment materials with you when you leave the room - including place cards, planning paper, stimulus books and question books.