

2021 Year 12 Written Trials

Student Instructions

Prior to the examination

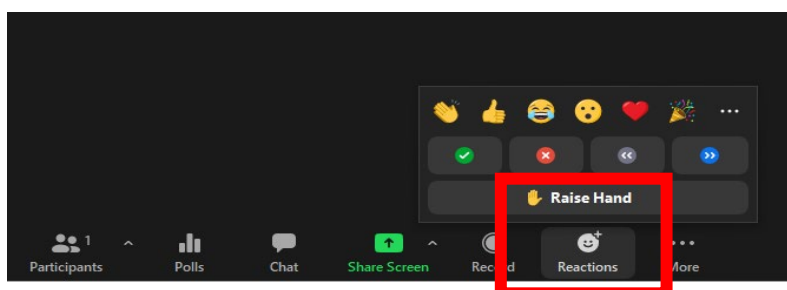
You will need

- lined paper
- black pen/s
- working device with a camera
- quiet place to work in
- headphones
- a bottle of water, tissues, pens, and a printed dictionary.

1. Set up your device (including charger and headsets/pods) and workstation in a quiet room well **before** your exam. Go to the bathroom prior to starting time as you will not be able to leave the Zoom room after the start of the exam.
PLEASE NOTE: No worksheets, study notes, booklets, textbooks, workbooks, electronic dictionaries etc are allowed during the examination.
2. Check your internet access and speakers for sound on your device before joining the supervised Zoom room. Close **all** browser tabs and windows and applications - except for Zoom in Chrome. **PLEASE NOTE:** The examiner might ask you to share your screen to check this.
3. Your mobile phone should be **switched off** and away from your desk. If you require it for a hotspot connection, ask permission via chat to use your phone.

Entering your supervised exam Zoom room

1. You will receive Zoom meeting link for your exam via email from your teacher. Click on the Zoom link provided at least 10 minutes before the start of the exam and wait for the examiner to let you in.
2. Click on Start Video to turn on your camera and ensure your microphone is on mute. Stay on mute unless asked to speak. If you are unable to hear the examiner, click on the Raise Hand option in the Reactions button (see below). If you don't have a camera on your device, use your phone to enter through Zoom so the teacher can supervise you.
3. The teacher will post the link in the chat to the task. Download the task on your desktop



After the examination

- Your teacher will ask you to stop writing. You **MUST** put your pen down.
- The teacher will ask you to make sure you have your name, language and page number at the top of every page. Note how many pages you have used and write it down
- Take a photo/ scan of all your pages. It would be best to download a **scanning app**, such as [CamScanner](#) or [Office Lens](#) to scan your papers.
- Write an email to your teacher- In the subject line:
YOUR NAME TRIAL EXAMINATION LISTENING WRITING
- In the body of email: State how many pages you used to answer the examination
- Attach your scans/ pictures to the email in ONE file. Send the email and request a read receipt

Listening and Responding

- Make sure your headphones are plugged in. Your teacher will ask you to confirm that you can hear him/her.
- Write your name, language, page number at the top of every page you use.
- The texts will be PLAYED twice. There will be a pause between the readings and a longer pause after the second reading to allow candidates to answer the question. Write neatly and legibly
- Make sure you label your questions with the correct number.
- The teacher will tell you when the time for the listening section is up.

Reading and Writing

- At the teacher's instruction you may start writing your response on your lined paper. Write neatly and legibly.
- Make sure your camera **is on** at all times. Your mic must be on mute
- If you have questions you may pose them on the chat.
- Write your answers on lined paper in black ink.
- Write your name, language, page number at the top of every page you use.
- Make sure you label your questions with the correct number.

What happens if...

(a) I cannot hear the listening audio

If you are unable to hear the listening audio, the examiner will provide you with a link to the audio file for you to download and listen to. Please do not stream the audio – you must download it on your computer. Once you press play, you are **not permitted to stop or replay** any section of the audio. You must **delete** this file as soon as you have finished the exam.

(b) Zoom drops off

If Zoom drops off, please click on the link to the Zoom room again to rejoin.

(c) I have lost internet connection

If you lose internet connection, please do not panic! These things happen and we understand. Contact the Campus by phone and they will inform you of what to do.