

Instructions to students

2017 Queensland Core Skills (QCS) Test

The following instructions apply to all students sitting the QCS Test.

If you do not follow these instructions you could have your QCS Test result withheld (and if OP-eligible, you may have your eligibility for an OP and FPs cancelled).

1. Arrive at your test centre in time for each test session as directed by the chief supervisor (or, if you are a private-entry candidate, as directed by the QCAA).
2. Make sure that you have all of your own essential equipment and any of the optional equipment you think necessary.
3. Do not bring a mobile phone or a smart watch into the test room. Bring only permitted (i.e. essential and optional) equipment into the test room. Be aware that your equipment may be inspected by a supervisor at any time before, during and after a test session.

Test session	Permitted		Not permitted
	Essential	Optional	
Writing Task	pens (black ink)	pencils pencil sharpener eraser correcting fluid/tape highlighter transparent container to carry equipment water in plain unlabelled container other approved items as permitted by the chief supervisor	own paper dictionary thesaurus electronic devices any other items
Multiple Choice I and Multiple Choice II	2B pencils pencil sharpener eraser ruler approved calculator — see Note	highlighter transparent container to carry equipment water in plain unlabelled container other approved items as permitted by the chief supervisor	own paper dictionary thesaurus protractor drawing compass electronic devices any other items
Short Response	pens (black ink) pencils eraser ruler protractor drawing compass coloured pencils approved calculator — see Note	pencil sharpener correcting fluid/tape highlighter transparent container to carry equipment water in plain unlabelled container other approved items as permitted by the chief supervisor	own paper dictionary thesaurus electronic devices any other items

4. Do not bring food into the test room (unless approved under special provision arrangements).
5. Follow all directions given by the chief supervisor and supervisors.
6. Enter the test room only when the chief supervisor tells you to do so.
7. Sit at the desk identified by your place card.
8. Do not talk — to other students or to yourself — after you have been admitted to the test room.
9. Do not communicate in any way with other students after you have been admitted to the test room.

10. Do not call out at any time, for any reason.
11. Do not pass material or equipment to another student.
12. When asked to do so, attach the correct barcode ID label and write your student number accurately onto the Writing Task (WT) response book, the Multiple Choice (MC) response sheets, or the Short Response (SR) testpaper.
13. Do not pick up any writing equipment or touch a calculator during perusal time. Do not start work until told to do so.
14. Carefully follow the directions given on **all** your test materials.
15. Do not ask anyone to explain or interpret a test item.
16. Do not ask anyone about any possible error in the content of a testpaper.
17. Raise your hand and wait quietly if you:
 - find that there is faulty printing, duplicate page/s, or page/s missing in your testpaper / response sheet / response book
 - need a pen / pencil / eraser / calculator
 - need additional loose sheets of paper (WT session only)
 - need an extra WT response book
 - need an extra SR testpaper
 - need help because you have become ill
 - need to leave the room or your seat temporarily.
18. Keep your WT response book and SR testpaper intact. Do not detach any pages or parts of pages.
19. Keep your WT and SR responses covered where possible.
20. Keep your MC response sheets covered and turn them face down unless you are completing a response.
21. When you finish working on an MC testpaper, turn your response sheet face down.
22. Do not cheat. If you are found to have cheated, you will not receive a QCS Test result. The QCAA conducts a comprehensive review of all students' performances to identify possible instances of cheating.
23. Do not continue working after you have been told to stop work. If you continue to work you have committed an act of academic misconduct and your QCS Test result may be withheld.
24. Do not seek to hand in your response book / response sheet / testpaper or to leave in the first 40 minutes after the start of perusal time or in the last 10 minutes of the test session. The chief supervisor will tell you if you may hand in your response book / response sheet / testpaper and leave between 40 minutes after the start of perusal time and the last 10 minutes of the test session.
25. Do not leave the test room at the end of the test session until a supervisor tells you that you may do so.
26. At the end of the relevant test session, a supervisor will collect your WT response book, MC I or MC II response sheet, or SR testpaper.
27. At the end of each test session, take the relevant testpaper with you — WT testpaper, MC I or MC II testpaper, or SR miniature testpaper.
28. If you are unavoidably absent from all or part of any test session and you want to remain OP-eligible, you must ask a teacher or guidance officer to complete an *Application for absentee exemption* on your behalf using the QCAA's interactive data portal. The application must be lodged within the four weeks following the first day of the test. Medical certificates must provide details of your medical condition (e.g. chicken pox) and must not simply say 'a medical condition'.

Note: Approved calculator — QCS Test items are developed on the basis that the type of calculator used should not constitute an advantage or a disadvantage for a student. The calculator you use is to be handheld and solar- or battery-powered. The calculator should be able to perform addition, subtraction, multiplication, division, square roots and powers. Mobile phones and smart watches are not permitted; therefore, you will not be able to depend on using the calculator facility of a mobile phone or smart watch during the test.

The calculator must NOT allow access, during the QCS Test sessions, to the following functions: computer algebra system (CAS), spellchecker, dictionary, thesaurus or translator. A calculator that has any of these functions — whether inbuilt or downloaded — must be in test mode during the QCS Test sessions. The test mode must prohibit access to the functions. If the calculator cannot be put into test mode, a different calculator that meets the requirements must be used instead.

You must sign the *Calculator declaration* form to certify that the calculator you will use in the test meets the criteria for an approved calculator and to acknowledge that the use of any other calculator is an act of academic misconduct in terms of sitting the QCS Test. This form will be provided by the chief supervisor. Your calculator will be checked before the test.