The following instructions are provided for students sitting the QCS Test.

If you do not follow these instructions you could have your result in the QCS Test withheld and you may be ineligible for an Overall Position (OP).

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 QSA by mail).

2. Make sure that you have all of your own essential equipment and any of the optional equipment you think necessary.

3. Bring only permitted equipment (i.e. essential and optional) into the test room. Be aware that your equipment may be inspected by a supervisor at any time before and during a test session. If necessary, your equipment may also be inspected after a test session.

4. Do not bring food into the test room.

5. Water, if permitted by the chief supervisor, must be in a plain unlabelled container.

6. Follow all directions given by the chief supervisor and supervisors.

7. Enter the test room only when the chief supervisor tells you to do so.

8. Sit at the desk in the test room identified by your place card.

9. Do not talk (to other students or to yourself) after you have been admitted to the test room.

10. Do not communicate in any way with other students after you have been admitted to the test room.

11. Do not call out at any time, for any reason.

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### Instructions to students

#### 2013 Queensland Core Skills (QCS) Test

<table>
<thead>
<tr>
<th>Test session</th>
<th>Permitted</th>
<th>Not permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Essential</td>
<td>Optional</td>
</tr>
<tr>
<td>Writing Task</td>
<td>pens (black ink)</td>
<td>pencils pencil sharpener eraser correcting fluid/tape highlighter transparent container to carry equipment other approved items as permitted by the chief supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>own paper dictionary thesaurus electronic devices any other items</td>
</tr>
<tr>
<td>Multiple Choice I and Multiple Choice II</td>
<td>2B pencils pencil sharpener eraser ruler approved calculator — see Note</td>
<td>highlighter transparent container to carry equipment other approved items as permitted by the chief supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>own paper dictionary thesaurus protractor drawing compass electronic devices any other items</td>
</tr>
<tr>
<td>Short Response</td>
<td>pens (black ink) pencils protractor drawing compass eraser coloured pencils ruler approved calculator — see Note transparent container to carry equipment</td>
<td>highlighter pencil sharpener correcting fluid/tape other approved items as permitted by the chief supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>own paper dictionary thesaurus electronic devices any other items</td>
</tr>
</tbody>
</table>
12. Do not pass material or equipment to another student.
13. When asked to do so, carefully 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.
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 faulty printing in your testpaper/response sheet/response book
   • find that there is a duplicate/missing page
   • need a pen/pencil/eraser/calculator (but not any other equipment)
   • need extra loose sheets of paper (WT session only)
   • need an extra response book (WT session only)
   • need an extra testpaper (SR session only)
   • need help because you have become ill
   • need to leave the room or your seat temporarily.
19. Keep your WT and SR responses covered where possible.
20. Keep your MC response sheets covered where possible and turn them face down unless you are actually blackening an oval.
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 and you will become ineligible for an OP (and FPs).
23. 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 and leave 40 minutes after the start of perusal time and up to 10 minutes before the end of the test session.
24. 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 thus you may not receive a QCS Test result.
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 response sheet
   • SR testpaper
   • MC II response sheet.
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 the test and you want to retain your OP-eligibility, you must complete an Application for absentee exemption, available from http://www.qsa.qld.edu.au/1102.html from 3 September. The form must be faxed to (07) 3221 2930 with supporting documentation (e.g. a medical certificate) by 2 October. Medical certificates must provide details of your medical condition (e.g. chicken pox) and must not simply say “a medical condition”.

Note: 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 should be able to perform the basic functions of addition, subtraction, multiplication, division, square roots and powers. The calculator you use is to be hand-held, solar or battery-operated, noiseless and not attached to a printer. The calculator must not have a computer algebra system (CAS), spell-checker, dictionary, thesaurus, or translator, as these functions could prevent the proper testing of some common curriculum elements (CCEs). Graphing calculators without CAS functionality may be used.
Mobile phones are not permitted; therefore, you will not be able to depend on using the calculator facility of a mobile phone during the test.
Your calculator will be checked before the test and you must sign the Form QCS 10 Calculator declaration to certify that the calculator you will use in the test meets the requirements for approval 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.