

**Rationale:**

Students undertaking Mathematics subjects are required to prepare bound references for SAC's and Exams per suitable guidelines as stipulated by VCAA and Lakeview Senior College.

Implementation:

Students and parents should be aware that should a breach occur with a student bringing an unsuitable reference book, they may

- Directly prior to the SAC be prevented from bringing it into the assessment area.
- During the SAC have offending pages removed, or have the reference removed completely.

The bound reference policy will be enforced as per guidelines below, and applicable to SACs:

Mathematics examinations: use of bound references

Students are permitted to take a bound reference into designated Mathematics examinations. This resource is intended to provide students with access to mathematics-related reference material that may be of assistance during the examination. A suitably qualified member of the school teaching staff is responsible for checking that reference materials comply with specifications as students enter the examination room for Mathematics examinations where these items are permitted. The following table summarises the examinations into which the bound reference may be taken.

Study	Examination 1	Examination 2
Further Mathematics	Bound reference as described	Bound reference as described
Mathematical Methods	None	Bound reference as described
Specialist Mathematics	None	Bound reference as described

Specifications for bound reference

- The bound reference must be in book format of A4 size or smaller when closed.
- The number of pages is not specified.
- Pages must be permanently bound and securely attached to the spine.
- There must be a single horizontal or vertical spine.
- The bound reference for SACs may be:
 - a securely bound lecture pad
 - a permanently bound student self-constructed set of notes without fold-outs
 - an exercise book.
 - Chapter summary notes
- The form of binding is not specified but it must be secure, and pages must not be readily detachable or designed to be removed. Binding can include cloth, glue, staple, spiral or comb binding.

Students are allowed to:

- annotate the material
- design their own written index
- fold pages
- cut page corners
- colour code pages
- insert dividers into their own sets of notes
- firmly attach (for example, by glue, adhesive tape or staples) additional material to pages in the bound reference.

Bound references may be consulted during reading time and throughout the examination.

Bound references must not include:

- A Textbook
- pages or parts of pages that can be detached from the bound reference during the examination
- fold-outs, maps or brochure-style components
- removable tabs, post-it notes or other pages or material designed to be detached
- forms of collation/binding that are designed to be non-permanent and the content modified by insertion including:
 - ring-binder folders
 - plastic A4 sleeves (permanent or removable) from which pages may be removed
 - manila and similar folders with clip, clamp, slide and metal prong binding of loose-leaf material.

If any page or part of a page is detached from the rest of the bound reference, the page will be removed by the supervisor for the duration of the examination and the incident will be reported as a potential breach of rules.

Bound references must not be shared between students during an examination.