



Japanese Teachers' Association of NSW (JTAN) Inc.

ABN 94 045 344 808
PO Box 6453, North Sydney 2060
<http://www.jtan.org.au>

JTAN EXAM DECLARATION FORM 2018

DECLARATION

I,....., being the Head of Department for Languages
at..... understand and accept the conditions of
purchase of the JTAN Exam kits listed below.

CONDITIONS

- JTAN retains the COPYRIGHT on all JTAN Exams and they are only to be used / amended by JTAN members within purchasing institutions in the course of their teaching at those institutions.
- JTAN encourages Japanese teachers to examine the content of the exams before using them. Any errors or inappropriateness in the exams should be amended by the teachers.
- JTAN Exams are not to be used by JTAN members within non-purchasing institutions and are not to be passed onto non-members for their use. Failure to adhere to these conditions of purchase will result in legal action by JTAN.
- The embargo dates for each exam must be adhered to. The exam papers are not to be returned to students for them to take home before the embargo dates.

I understand and support all of the above conditions.

Signed.....

Date.....

Note:

- Please send the signed form either to PO Box 6453, North Sydney 2060 by post or to pobox6453@jtan.org.au with the attached PDF form.
- Please also read page 2 for explanation about EMBARGO.



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EMBARGO dates

- **27th August 2018** for **Trial HSC Exams**
- **27th September 2018** for **Preliminary Yearly Exams**

You can use JTAN Exams in your school's Trial and Preliminary Yearly Exam weeks in the published year.

After the completion of your school exams, please hand marked exam papers to your students and go through them in your class - if necessary, correct marks at that time.

However, at the end of that lesson, you must collect the paper and Marking Guidelines from the students, and then return them on/after the Embargo Date.

JTAN sets Embargo Dates (see above) in order to avoid risks; papers and the answers leak to other school students. JTAN heard that such leaks happened.

When it happened (you can tell that a student write almost the same responses as the responses in the 'Sample answers' in the marking guidelines), the teacher had to treat the exams as invalid, and then had to reset new exams.

To avoid such problems, JTAN recommends to mix questions used in the current and past year's exams. JTAN understands some teachers feel this inconvenient, but we ask for your understanding and cooperation of the Embargo dates because students can communicate with other students within a day who live at distant locations.

JTAN Committee