



JTAN EXAM DECLARATION FORM 2020 (updated)

I,.....(name), being the Head of Department

for Languages at.....(school name) understand and accept the conditions of purchase of the JTAN Exam kits as listed below.

CONDITIONS (tick)

- 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. All possible care is taken when writing and proofreading exams; however, it is the responsibility of the purchasing teacher to ensure the exam is correct and at a level appropriate for their students.
- JTAN encourages Japanese teachers to modify the contents of the exam to suit their students and to mix in tasks from previous papers for added exam security, however, teachers **MAY NOT** provide a vocabulary list to students prior to the exam as this compromises the security of the examination. Vocabulary may be defined within the exam only.
- JTAN Exams are not to be passed onto non-members, except for use within the same school and in the year of publication only (one-time use). Failure to adhere to these conditions of purchase will result in legal action by JTAN.
- The embargo dates (Trial HSC – 4th September, Year 11 18th September) MUST be adhered to. No part of the exam paper is to be returned to students for them to take home/copy/photograph before the embargo date. Marking guidelines must not be shown to students prior to the embargo date.** Papers may be returned briefly in class for students to see their results but should be strictly supervised and then collected.
- Trial Exam Papers, Exam Audio and Marking Guidelines from any year are NOT to be provided to students in electronic format AT ANY TIME, even after the embargo date has passed. Students should use past HSC papers for exam practice.

I understand the above conditions and will ensure they are adhered to.

Signature..... Date.....

Note:

1. Please read page 2 for the explanation about EMBARGO.
2. Please send the signed form in PDF to pobox6453@jtan.org.au

Embargo Dates & Conditions



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- **Trial HSC Examination papers are embargoed until 4 September to account for delayed trials due to COVID19 (was 21 August 2020).**
 - **Preliminary Yearly Examination papers are embargoed until 18 September (was 11 September)**
 - You can use JTAN Exams in your school's Trial HSC and Year 11 Exams in the published year.
 - After the completion of your school exams, you can hand out the marked exam papers to your students and go through them in your class - if necessary, correct marks at that time. Students should not be given or shown the marking criteria for listening and reading.
 - However, at the end of that lesson, you must collect the exam papers from the students, and then return them on/after the Embargo Date, along with the marking guidelines.
 - JTAN sets Embargo Dates in order to protect the integrity of the assessment process. In previous years, exam papers and answers were leaked to other school students and coaching colleges/home tutors.
 - When this happened (as evidenced by student responses being almost the same as 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 mixing the questions used in the current and past years' exams. JTAN understands that some teachers feel this is inconvenient, but we ask for your understanding and cooperation in regards to the Embargo Dates due to the ease and speed at which students can disseminate information via technology.

We appreciate your support in ensuring the security of exam materials

Sincerely,
2020 JTAN Committee