

## Instructions and Rules for Students During Formal In - School Examinations

1. All school rules apply during these exams.
2. Full school rules in relation to uniform, make-up / jewellery and mobile phones must be followed at all times.
3. Eat a good breakfast as there may be no morning break.
4. No food / drink will be allowed in the exam centres.
5. It is your responsibility to note the relevant details of your exam timetable. Highlight your exam times & double check.
6. You must attend all exams on time. Latecomers will not be admitted until at least ten minutes have elapsed since the start of the exam. You will not be allowed extra time to make up for time lost.
7. You must sit in the place assigned to you by the teacher / supervisor. If you are asked to move by any teacher / supervisor – do so quickly and quietly.
8. Generally there is a study period before each exam. Be sure to have notes and books to revise for that exam.
9. You must not begin answering until instructed to do so by the teacher / supervisor after all exam papers are distributed.
10. You should write your name on all answer books / sheets of paper used.
11. You must bring all the necessary equipment to exam rooms. You will not be allowed to borrow pens, calculators, etc. **Please note** – your mobile phone cannot be used as a calculator under any circumstances.
12. You cannot communicate or attempt to communicate with another student once the exam is in progress.
13. If you wish to speak to the teacher / supervisor, you must raise your hand and wait until he / she addresses you.

14. You will not be allowed to leave the room / exam centre until the exam is over.
15. Answer fully and completely all required questions. If you have time left over do an extra question. Double check all answers.
16. You will not be allowed to study for another exam, even if you claim to be finished the exam in progress.
17. At the end of each exam, you should remain silently in your seat until the teacher / supervisor has collected all the answer books.
18. At all times, you must obey the instructions of the teacher / supervisor.
19. Failure to follow these rules and / or other instructions given may result in:
  - (a) your exam being cancelled;
  - (b) a report on the matter being sent to your Year Head;
  - (c) possible exclusion from the remainder of the exams;
  - (d) communication between the school and your parents / guardians about the matter and
  - (e) other penalties as may be decided upon by the school in response to the seriousness of the offence(s).
20. Copying is a very serious offence and will result in your exam immediately being cancelled.