FULL SCHOOL UNIFORM MUST BE WORN TO ALL EXAMINATIONS.

Assemble on the Level near the exam space being used for the exam at least ten minutes before the starting time for each examination.

You must have your OFFICIAL SCHOOL SWIPE CARD on the table for identification purposes. OR $1.00 Admin Fee for I.D. Print out

Have all the equipment you will need for the examination removed from your bags.

Unauthorised equipment is not allowed to be taken to your desk. This includes mobile phones (must be turned off), ipods, electronic devices, calculators not approved by the Board of Studies. Pens, pencil cases etc can be placed loosely on the desk or in a clear, plastic bag. Bags and equipment must be left in the area indicated by the supervisor.

No food or drink (except water) is to be taken to your examination desk.

You must enter the examination room quietly. There is to be no talking or communicating with other students. This could result in allegations of malpractice and cancellation of all or part of your exam paper.

Cheating in an examination is a very serious offence. Students suspected of cheating may have their paper cancelled.

If you have a problem during an examination, raise your hand. DO NOT leave your seat or call out.

Except in cases of emergency, a student MAY NOT leave the examination room during the session. (This includes going to the toilet).

Teachers supervising an examination are not permitted to give assistance of any kind, except to clarify a misprint in the paper. Interpretation of questions will not be offered.

Each student is responsible for ensuring that all of their answers are appropriately bundled with their name on each sheet and handed in at the end of the session.

Prepare yourself for each examination the night before. Check you have all the necessary equipment you will need (pens, pencil, ruler, compass, protractor, calculator, paper etc). You cannot borrow equipment.

ABSENCE. If you are absent on the day of an examination a parent or guardian MUST phone the school to explain your absence. As soon as you are able to, you must report to the Head Teacher Administration, Ms GEMISI, and fill in a DEFER AN EXAM form with evidence attached e.g. Medical Certificate. She will organise an alternative exam time for you. Failure to follow this procedure may result in you being given ZERO for the examination.

CHECK THE STARTING TIME AND VENUE FOR ALL YOUR SCHEDULED EXAMS
Take your examinations seriously – they are important!