



Senior January Exam Rules 2018

PRIOR TO EXAMS:

- **Carefully read your exam schedule.** Take time to highlight the exams you will be writing, check the information with the subject teacher and write it in your agenda.
- Students are to report any exam conflicts to the office **immediately**.
- Students are expected to be on school premises 20 minutes prior to the exam start time.
- Students are reminded to verify the **exam schedule** located on each floor for the location of their exam or the television screen located in the school.

DURING THE EXAMS:

- Students must wear their full uniform during the examination period. They will not be allowed to write an exam unless they comply with the uniform code.
- At the start of the exam, students will sign the attendance sheet.
- They will be permitted to leave an examination only after half the exam time has elapsed (minimum time one hour).
- Students will not be permitted to enter the exam room **half an hour after** the start of the exam. Extra time is not given to students who arrive late.
- Students must bring all relevant supplies to each exam: the school will **not issue** supplies. Dictionaries, calculators etc., can only be used if the subject teacher has instructed students to do so and it is indicated in the exam's instructions.
- Cheating during an exam will result in a **0** for the **exam** and the student will be **expelled** from the exam room.
- Coats, bags, food, books, notes and hats are not permitted in the exam room. Water bottles will be permitted if they are placed beside the student's seat.
- Electronic devices (cell phone, Blackberry, computer, translator, smartwatch, etc.) **are not permitted** in the exam room. If the device is in the student's possession during an exam, it will be considered cheating. It will result in a mark of 0 for the exam. The item will be confiscated and the student will be **expelled** from the exam room.
- All personal belongings should be stored in the student's locker. The school is not responsible for lost or stolen items that students leave at the front of the exam room.
- Students are to be in school **only** when **writing examinations** unless attending planned tutorials with a teacher.
- The cafeteria will be closed during the week of exams.
- If for any reason, the school is closed for a day, the examination will be rescheduled and the notice will be posted outside the main entrance and on the school website.
- In the case of **absence** from an examination, a **medical certificate** is required: otherwise a mark of 0 will be given. Misreading the schedule is not an acceptable excuse.