EXAMINATION INSTRUCTIONS FOR STUDENTS

- Make sure you arrive at least 10 minutes before the start of your reading time.

- Once you have entered the exam room you will not be allowed to leave at any stage, until the allocated time for the examination has expired and the supervising teacher indicates that all students may leave the room. Please do not ask.

- School uniform is to be worn.

- Enter the exam room silently, no talking, moving about or gesturing is allowed during the exam time (including the allocated reading time). Failure to follow these expectations will result in your paper being cancelled.

- You must follow the supervisors' instructions at all times and behave in a courteous manner. Failure to follow these examination instructions will result in your removal from the examination.

- It is your responsibility to supply all necessary equipment eg pens, pencils, calculators, staplers, rulers etc. No equipment loans are permitted during the examination time. All equipment must be taken into the exam room in a clear plastic sleeve to allow supervisors to check contents. Bags are to be left at the back of the exam room.

- It is your responsibility to ensure that no books, notes, study guides or other non-necessary material/equipment are taken into the exam room.

- No mobile phones are permitted in the exam room. They are to be switched off and either left in your bag or placed at the front of the exam room.

- Use only A4 note paper unless paper is provided. All answer papers must be stapled together and numbered.

- It is your responsibility to make sure all papers are stapled and collected according to your supervisor's instructions.

  **ALL** exam material must be handed up at the conclusion of the exam.
  **NO** material may be removed from the examination area.

- If you need to use the toilet quietly raise your hand and wait for a supervisor's recognition. No student will be allowed to use the toilet in the last 30 minutes of the examination.

- Read carefully the instructions for each individual examination. You should expect different courses to have differing guidelines.

- If you are unable to attend an exam you must contact the school. All absences must be explained by a Doctor’s Certificate.

- No examination means no attendance at school.