



MACARTHUR ANGLICAN SCHOOL

Established 1984

Student Examination Rules Year 12

Students must ensure they have read the following expectations prior to the examination period. Please also refer to pages 54-55 of the Student Diary. Ensure that you know the correct examination room, starting time and duration for each examination. You **must** arrive at least 10 minutes prior to the start of the examination.

- Ensure that your mobile phone is switched off and placed at the front of the examination room.
- Ensure that you have all necessary equipment **including a stapler or fasteners** to secure your paper.
- Sit in the examination room where the supervising teacher places you.
- Do not speak to anyone in the examination room. Do not turn around or seek to attract the attention of others in the examination room.
- Do not eat or drink apart from bottled water, which is allowed in the examination room.
- Do not ask the supervisor to explain words or questions. They can only assist if you believe there is an error in the paper.
- Do not ask for permission to leave the examination room early.
- Move quickly and quietly into and out of the examination room. Remember others are doing examinations too and may have already commenced, or may not have completed their examination.
- Ensure that all parts of your paper are returned to the supervisor at the conclusion of the examination.
- Do not leave any material in the room, either at the end of an examination or after a private study period.
- No iPods or MP3 players are permitted in examination sessions.

Student Attendance Year 12

- During the examination period Year 12 students are only expected to be at school if they have examinations scheduled for that day. In the instance that students have more than one examination in one day, students are **not** permitted to leave the campus between examinations.
- Students who wish to leave the campus immediately after their examinations are completed for that day must sign out of the examination room on the roll provided.
- Students who remain at school after a morning examination will be able to go to the Library, the Café, the Cafeteria or the lawn area between the Library and the Administration Centre.
- If a student remains on campus after their only scheduled examination for the day has been completed, but they leave prior to 2.00pm, they **MUST** sign out at the Heads of School Office on the Examination Attendance Sheet (separate to the Sign Out Book).
- If a student arrives at school more than half an hour before the scheduled start of an examination (with the exception of the first examination for the day), they **MUST** sign in at the Heads of School Office on the Examination Attendance Sheet. Students who arrive within half an hour of the scheduled start of an examination will have their names marked off on the Examination Roll.
- Students who come into school on a day where they do not have an examination **MUST** sign in and out at the Heads of School Office and **MUST** be in full School Uniform. Normal driving rules apply.

Melissa Gould-Drakeley
Dean of Studies