Student Examination Rules Years 7-10

Students must ensure they have examined and understand the timetable provided and know the correct examination room, starting time and duration for each examination. Students **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 your smart watch is placed at the front of the examination room.
- Bring pens/pencils in a clear case. No pencil cases are permitted in the examination room.
- 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.
- You will not be permitted 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.
- You may be permitted to listen to appropriate music using your iPad only (no phones allowed) during private study periods at the discretion of the teacher/supervisor.
- Study silently during private study sessions.
- If you are absent on the day of your exam, please notifty the Head of Middle School, Head of Senior School or the Dean of Studies. Year 10 students need to complete an Illness/Misadventure form (available on the Intranet) and provide a Medical Certificate.
- If you are late for an examination, please notify the Head of Middle School, Head of Senior School or the Dean of Studies.

Yours sincerely

Kylie Elling
Dean of Studies K-12