

## EXAMINATION PROCEDURES FOR STUDENTS 2018

**Examination dates:** Thursday 13th September – Friday 21<sup>st</sup> September inclusive  
**Time to be in the correct location:** Morning exam 9.00am; afternoon exam 1.00pm

**YOU MUST BRING YOUR ID CARD TO EVERY EXAM (and your digital exam card if sitting a digital exam)**

Classes will continue as usual up until the end of the day Wednesday 12<sup>th</sup> September. During the school exams you will attend only your examination sessions, and remain at home to study when you do not have an exam. You must wear full and correct uniform to school for these exams.

### ABSENCE FROM EXAMS

It is essential to phone your Dean as soon as possible if you are unable to attend an exam because of illness, or an extenuating circumstance eg. bereavement. Students who do not phone in will be given a Not Achieved grade.

### LATE TO EXAM:

If you are unavoidably late do not enter the Hall or go to your exam room. Go to the Student Support area where you will be told what to do. Don't panic ☺

### EXAMINATIONS IN THE HALL

- All students report to the mezzanine floor of the Hall - go upstairs via steps by the library quad, or at the back of the lunchbar.
- Bags are to be left in Room L11 if your exam has an early finish and other exams in the Hall are longer (failure to do this means your bag will not be available until the final exam has finished). If exams are all of the same length **all bags** are to be left in the balcony upstairs.
- Cellphones must be **off** and in your bag.
- No **watches** can be worn into any exams (regardless of whether they are a smart watch or not)
- You must be upstairs by **9.00am** for morning exams or **1.00pm** for afternoon exams.
- You will be called down to the Hall in class groups.

### EXAMINATIONS IN A CLASSROOM

- Report to the room at **9.00am** for morning exams and **1.00 pm** for afternoon exams.
- Bags are to be left at the front of the room.
- Cellphones must be **off** and in your bag.

### DIGITAL EXAMINATIONS

- Bring your own computer with **full charge**
- Provide your own ear plugs if the typing noise will bother you.
- Bring something to write with should there be an issue with completing the exam digitally

### EXAMINATION RULES

You may take the following into the exam:

- Pens, pencils, rubber, ruler, etc in a **clear** plastic bag.
- Silent calculators, only if required for that particular examination.

You may **NOT** take the following into the exam:

- twink - mistakes can be neatly crossed out with a single line
- your own paper (you will be supplied with write-on exam papers and extra paper)
- cell phones – you will be removed from the exam if found to have a cell phone with you
- dictionaries or electronic translators
- any books
- any watches (regardless of whether they are smart watches or not)

### Other rules:

- **Nothing** may be borrowed from another student during an exam, so check that you have all you need before you leave home.
- There will be **no communication** with anyone other than a supervisor once you are on the ground floor of the Hall. If you do need to communicate with a supervisor, raise your hand.
- When the Chief Supervisor tells you to stop writing you should immediately gather together your written scripts and place them face down on the desk. When a supervisor indicates, stand up and leave the hall quickly and quietly. **Leave all scripts, exam papers and scrap paper behind on your desk.**
- You may **NOT** leave any examination before the end of the designated time.