

Instructions and Regulations for the Conduct of Students during Exams

1. Students will be responsible for making their own arrangements to ensure timely attendance at the examination hall.
 2. **Full uniform** must be worn by the student in the exam hall **each day**. Any student not wearing the correct uniform will be reported to their year head, who will follow up on the matter.
 3. All mobile phones must be **switched off** and placed under the student's desk. The mobile phone should not put on silent or airplane mode. If a student is found using a phone during the exam, it will be removed from the student as per school rules. The incident will be reported to the principal / deputy principals, who will follow up on the matter. It will also be noted on the student's exam paper.
 4. No student may leave the examination hall for a toilet break in the **first 30 minutes** of any exam.
 5. Similarly, no student may leave the examination hall in the **final 10 minutes** of any exam for a toilet break.
 6. A student should **raise their hand** if they wish to attract the attention of the Supervising Teacher during the examination. They should not leave their seat without permission from the Supervising Teacher.
 7. A student may not be permitted to leave the hall and return during the exam unless the Supervising Teacher is satisfied that the student's need to leave the hall is genuine (i.e. toilet break or illness).
Only one student may be absent from the exam hall at a time and they must sign and time the Break Sheet. Their mobile phone must remain in the exam centre. The **student must also hand their answer book and question paper to the Supervising Teacher when leaving the hall**; the Supervising Teacher should record on the cover of the answer book the time of departure from and return to the hall and the reason for the absence; the time lost by the student may not be compensated for at the close of the exam.
 8. Students must sit in alphabetical order as per their class roll for the exam being taken.
 9. A student shall not bring into the exam hall, or have in their possession or under their control or within their reach, whilst they are in the exam hall: -
 - a. Any textbooks or notes;
 - b. Any mobile phones or headphones, except a calculator as permitted.
 10. A student shall not, while in the examination hall
 - a. Use, or attempt to use, any book, notes or paper or
 - b. Aid, or attempt to aid, another student; or
 - c. Obtain, or attempt to obtain, aid from another student or
 - d. Communicate, or attempt to communicate, in any way, with another student within the centre or by electronic means with a person outside the centre.
 11. At the conclusion of the examination, each student who has not already done so should immediately put their answer sheets and exam papers together and remain in their seats until the Supervising Teacher has collected all the scripts from every student. **All exam material must be handed up at the end of the exam.**
 12. During any study periods, **students may not use mobile phones or listen to music.**
 13. If a student has finished an exam early, they may not hand up their paper to study for another subject. Exam papers will only be collected at the end of the exam.
 14. A student shall, in all matters relating to the exam, submit to, and obey, the directions of the Supervising Teacher.
 15. Each student is responsible for bringing the correct equipment for each exam. Exam centres are not responsible for providing any equipment required by students. Students may not borrow equipment from other students during the exam.
The use of calculators is allowed in all examinations, subject to the following:
 - a. Exam centres will not be responsible for the provision of calculators or batteries.
 - b. The proper working condition of the calculator is the responsibility of the student.
 - c. Calculators **may not be borrowed** from other students during the examination.
 - d. **Students may not use their mobile phone as a calculator.**
- This rule does not allow a student to bring into the examination centre any device that would be otherwise prohibited. In particular, **mobile phones, electronic organisers or similar devices are not permitted under any circumstances.**
16. If a student must leave school during the exams, they must **sign out of their exam centre**. If they have a **written note**, they must show it to the teacher in the exam centre who will take a note of it on the sign out form. If the **note has been put up on the app**, they need to tell the supervising teacher and it will be checked at the end of the exam. If it is found that a student has left an exam without permission, they will be referred to the year head for follow up as they have left the school without permission.
 17. A student may be expelled from the exam hall if their behaviour is such as to jeopardise the successful conduct of the examination. The matter will be reported to the principal / deputy principals and will be followed up by them.