

## EXAMINATION RULES AND PROCEDURES

Examinations are held under controlled and supervised conditions. In addition to the general school policies and rules which apply to examination and testing activities, the following general rules apply to all candidates who sit for any formal timetabled examination or test in any school course:

1. Year 11 and 12 students must be present at the exam venue at least fifteen (15) minutes before the scheduled starting time. Years 7 to 10 students should be present at the time specified by teaching staff for their examination.
2. Students must bring all necessary equipment to satisfactorily complete the examination. No equipment will be loaned to students and under no circumstances will students be permitted to borrow equipment from other students during an examination. No paper or unauthorised examination aids taken in by a student are permitted in the exam venue.
3. Students must cooperate with and follow the directions and instructions of any supervising staff. No rudeness, impolite, discourteous or any other form of unsatisfactory behaviour will be tolerated under any circumstances.
4. Students must attend all examinations / tests in full school uniform. Normal uniform monitoring procedures will apply.
5. There will be no chewing of gum, smoking, eating or drinking during any exam.
6. There is to be **absolutely no talking** once the exam venue or room has been entered and until students have left the exam room or building. No communication of any kind between students during an examination is permitted. Questions to exam supervisors may be asked by raising your hand and speaking quietly to a supervisor.
7. Students must quickly and quietly enter the exam room (as directed) and remain in their appointed seat for the duration of their exam and until they are dismissed by their supervising teacher, at which time they will leave the exam room in a quiet and orderly manner without causing any disturbance to others who may be still completing other exam papers.
8. It is each student's responsibility to ensure that all necessary papers are handed to the exam supervisor at the conclusion of the exam.
9. No student will be permitted to leave the exam room or venue during an exam or until after the scheduled completion time of the exam. Toilet breaks may be permitted during exams only in extreme circumstances.
10. Students must not cheat, copy or communicate with another student *in any way* during an examination.
11. Any student with a mobile phone turned on or using a mobile phone during an exam will have his/her paper cancelled.
12. Students who are **absent from an Examination** must:
  - inform school office staff by phone on morning of exam and advise Head Teacher.
  - contact the appropriate Head Teacher and organise an alternate exam time and task to be scheduled and completed during the examination period.
  - Immediately upon return to school Year 10, 11 and 12 students must provide a Doctor's Certificate for the day of the absence (given to the appropriate HT) and for Year 7 to 9 students, an explanatory note from their parents (given to HT).

Any breach or violation of these rules and procedures in a school examination will be considered as a non-serious attempt and appropriate action will be taken by the HT concerned in regard to the paper. This action will involve parent notification and the award of zero marks for the exam. Students may appeal any such action in accordance with school policies and procedures. These rules apply to all school examinations. Any student who fails to follow the above exam rules and procedures or is disruptive during an exam, will be placed on Level 4 of the school's Discipline Levels System (Warning of Suspension).