



EXAMINATION PROCEDURES FOR YEARS 7-10 STUDENTS

Please read the following very carefully

Before the examination period

1. Read the examination timetable carefully. It is the student's responsibility to attend all examinations as per the timetable. No additional time will be permitted for late students unless there are extenuating circumstances (eg late bus).

Immediately prior to the start of the examination

2. Be outside the examination room at least 5 minutes before the time specified on the timetable which is the starting time of the examination.
3. **PROGRAMMABLE WATCHES, MOBILE PHONES AND ALL ELECTRONIC DEVICES ARE BANNED FROM THE EXAMINATION ROOM. IF ONE IS FOUND ON A STUDENT IT WILL BE CONFISCATED** and a report will be written on the incident which **could result in no marks being awarded** for the examination.
4. If a student wears a watch into the examination, it must be placed in clear view on the desk.
5. No student is to bring any bags, folders, written material or paper or liquid paper/white out into the examination room. All writing and drawing paper will be supplied by the school.
6. No food is permitted in the examination room, however, students may bring a bottle of water in a clear bottle into the examination room.
7. There will be no borrowing during the examination.
8. All students should bring at least two black writing pens, pencil, eraser, ruler, as well as subject specific needs such as calculators, drawing equipment etc.

Upon entering the examination room and during the examination

9. Do not talk once inside the examination room unless directed to by a supervising teacher.
10. Upon entering the examination room sit in the desk, row, or area indicated by the supervising teacher.
11. To seek assistance from the supervisor students must raise their hand. The supervisors will only assist in the following matters:
 - The wrong examination has been provided
 - Part of the examination is missing
 - Part of the examination has not been printed clearly (you are not sure that you can read it correctly)
 - You need more writing paper
 - You think there is an error in the paper and you wish it verified
 - You feel ill or wish to go to the toilet (students should attempt to ensure that they do not need to make this request as it does disrupt the concentration of most students in the examination room)
12. Read and follow the instructions on the examination paper carefully.
13. Write your name as indicated on the examination paper.
14. Any student who engages in disruptive behaviour, talks to or attempts to communicate with another student or is found to be cheating may be removed from the room and have their paper cancelled. A report will be written on the incident which **could result in no marks being awarded** for the examination.
15. **You will NOT be permitted to leave the examination room** before the completion of your examination without **written permission** from the Principal or Deputy Principal, so please do not ask.

At the conclusion of the examination

16. At the conclusion of your examination stop work when directed and listen carefully to and follow all instructions given as to how to hand in your paper and leave the room.

If you are absent for an examination

17. You will be required to supply a **Medical Certificate** or **Statutory Declaration** should you miss an examination. Please notify the Deputy Principal as soon as possible if you are unable to sit for an examination so that an alternate time and/or an examination task can be arranged. Failure to do so will seriously disadvantage a student as they may be required to complete such a task on the first day back at school.

If you have any questions, ask your Year Adviser or classroom teacher.