



Examination Procedures

- It is the responsibility of each student to ensure that they receive a copy of the final examination timetable and examination procedures.
- Each student must take responsibility to completely familiarise themselves with the details contained in the examination timetable and ensure that they read the timetable carefully.
- Students must wear **FULL**-School uniform. NO Sports Uniforms are to be worn to any examination)
- Students **MUST be in attendance** for an examination. Students are required to assemble at the shelter for each examination (unless otherwise advised).
- If a student arrives late for an examination no concessions will be given, except under the exceptional circumstances as deemed by the Assistant Principal Teaching and Learning and KLA Teaching and Learning Co-ordinators.
- It is the responsibility of each student to make sure that she/he is sitting for the **correct examination paper for her/his course**. Each student must check the question papers to make sure that there are no papers missing.
- Each student must make themselves aware of the requirements for each examination. This would include information relating to the length of the examination, the format of the examination and the need to supply any specific equipment such as rulers, calculators, or other items. This equipment may only be taken into the examination room in a **clear plastic sleeve**.
- Once a student enters the exam room there is to be **NO talking whatsoever**.
- When answering examination papers, students are to **stop writing immediately** when told to do so by the supervisor.
- No student is to leave any examination before the examination finishes except for those students who have special provisions approved for medical reasons. These will be confirmed by the Assistant Principal prior to the exam and a permission slip issued.
- **Should a student be unable to attend an examination?** If a student misses an examination they are required to report to the relevant KLA Teaching and Learning Co-ordinator as soon as they return to school at the beginning of the school day. They must complete an illness and misadventure form and submit it to the relevant TLC the first day back at school. A **MEDICAL CERTIFICATE** will be required for absence due to illness.
- **NO MOBILE PHONES** are allowed in the exam room. Students must take responsibility for this. If a phone is found on a student it will be deemed as cheating, which could possibly result in a 0% for the examination.
- If a student is in breach of these guidelines including malpractice they will receive a 0% for the examination.