

# EXAM INFORMATION FOR ALL STUDENTS



Block exams are conducted under **FORMAL** examination conditions.

Students are expected to follow these guidelines:

1. Normal school rules apply – including formal school uniform.
2. Make 3 copies of your exam timetable – *carefully* checking that it is correct.
3. It is the responsibility of the student to come to the exam *fully prepared* as instructed by their class teacher e.g. pens (always have a spare), ruler, calculators. *You are not permitted to borrow or lend equipment. NO electronic devices* (including Smart Watches) are to be brought into exam rooms.
4. Once you enter the room you are in *strict exam conditions*, you must be silent. Strict exam conditions mean:
  - a. It is expected that students will have gone to the **toilet** and had a **drink before** they enter the exam. You are allowed to bring in a clear water bottle.
  - b. You are **not permitted to have a pencil case** on your desk or any other items that you do not require to complete the exam paper. Smart Watches are banned from exams.
  - c. During your exam you will **not be allowed to communicate** with other students. This includes talking, gestures, facial signals or passing of notes. If a student does communicate during an exam it may be considered **cheating and appropriate consequences** will follow.
  - d. Students must remain **quiet at all times** so as not to distract other students. This includes giggling, tapping pens, turning around, swinging on the chairs, moving desks etc.
  - e. **Perusal time** is a time for you to look over the exam and gather your thoughts. Your teacher will have instructions on your exam paper outlining what is permitted.
  - f. If you **finish your exam early** you should **check your paper** – proof-read and correct any errors you may have made.
  - g. **Don't let any other students see your exam.** Keep your own eyes on your paper or you may be at risk of academic misconduct.
  - h. You cannot hand your paper in until the end of the session. You are required to sit quietly until the session has finished. (Always redo and **proof-read all your answers.**)
  - i. If you need to ask a question you need to **raise your hand and wait for a teacher** to come to you – do not get up and go to the teacher.
5. Students are required to bring tissues with them into the exam if they have a cold. (Sniffing is very distracting to others.)
6. Make sure you have your **name on every page** of your exam. This is particularly important when writing essay style questions on lined paper.
7. If your paper requires stapling this will occur at the end of the exam, not during the exam.
8. Late papers – If you miss an exam you are required to report to Mrs Madden's office on the **very next day** (*with formal documentation*) to reschedule your exam. This is critical as we have to locate your paper and find a suitable venue for you to sit your exam.

*Mrs G Madden - Deputy Principal*