



EXAMINATION RULES

1. Uniform

School uniform must be worn when attending school. Year 12 students may wear their Leavers' Jacket. Only College school bags and sports bags are permitted. Bags cannot be taken into examination rooms. They must be left in students' lockers.

2. Study Leave

Year 10, 11 and 12 students are not required to attend school on the days when there are no scheduled examinations.

Should students from Years 10 - 12 need to come to school for any reason, school uniform must be worn. The standard of uniform as stated in the Student Handbook must be adhered to. Year 10 students who are on campus during non-examination times are required to be in I17.

3. Attendance

If you are too ill to attend the examination, your parents or guardians must phone the College at the earliest possible instance.

The following is an extract from the Student Handbook regarding Missed Examinations:

A medical certificate is normally required to support the legitimacy of the reasons for the absence. Examinations are never administered to a student prior to the scheduled examination date.

A student who misses an examination may be expected to sit the examination at a later date for diagnostic purposes.

4. Timetables

Please read your Personalised Examination Timetable carefully. It gives details of the date, time and venue of each examination. Ensure that it is kept in a safe place. Carry your Personalised Examination schedule with you to all examinations.

5. Punctuality

It is your responsibility to be punctual for all examinations. Year 10,11 and 12 should arrive at least thirty minutes before the examination time. Years 7, 8 and 9 students should be at the examination room as soon as the bell rings. You will not be allowed any extra time should you arrive late. You will not be admitted into the Examination Room after the first thirty minutes.

6. Leaving the Examination room

You will not be allowed to leave the examination room until the entire examination period is over.

7. Authorised Materials

Any equipment you bring into the examination room will be subject to inspection.

The only items you are authorised to take into a particular examination are those listed on the front of each respective examination paper. Your subject teacher has made you aware of what are authorised items in that subject. If the examination permits notes, these must not be folded or have any fold marks on the paper. Any doubts you may have should be clarified before the start of the examination.

8. Not Permitted

The following items are **NOT** permitted in the examination room:

- **ALL WATCHES** (analogue, digital or smart watch) or similar wireless-enabled technology device (eg. Fitbit)
- mobile devices (phones, iPods, MP3 players, iPad...)
- bags
- pencil cases not made of a clear material calculator cases nor calculator instruction booklets tissues or any other items in your clothes pockets blank paper
- map templates of any description
- a non-standard ruler (*a ruler that has annotations other than length measurements of mm, cm and/or inch increments*)

These items should be left at home or in your locker.

9. Water

You are permitted to carry water to the examination providing the water is in a clear plastic bottle with all labels removed. The water bottle should have a secure lid and the capacity of the bottle should be no more than 1500mL. Water bottles may not be refilled during an examination.

10. Cheating

If cheating in an examination is established the student should anticipate a marks penalty. Parents will be made aware of the situation. See Page 17 of the Student Handbook.

11. Supervisors/Invigilators

You must abide by the directions and instructions given by the supervisors.

In particular, do not start reading or writing until instructed to do so by the supervisors.