

# Examination Rules and Procedures

## Dress Code

All students are required to attend in full winter uniform. Students grooming must adhere to the College Uniform and Grooming Policy.

## Examination Timetables

Confirm your exam room, starting time and length of exam on the schedule sent.

## Equipment

Students are to bring standard items such as pens, pencils, sharpener, correction tape, eraser, ruler, highlighter in a clear plastic pencil case.

Special items such as: notes, templates etc are to be supplied by the candidate as per instructions of the examination.

## Items not allowed in the Examination Room

- mobile phone
- analogue or smart watch or Fitbit or similar device
- mobile device that has wifi and/or bluetooth capabilities
- mobile storage device
- non-approved calculator
- calculator cover and instruction booklets
- headphones, earplugs, earbuds or other unauthorised listening device
- wallet, purse or bag
- food, lollies or chewing gum
- non-transparent pencil case
- non-approved notes or any other print material relevant or irrelevant to this examination

## In the Examination Room

Students must not communicate in any manner with other students once the supervisor has allowed them into the room. Student papers may be cancelled if collusion or other interaction between students is suspected.

During the exam there is no borrowing of equipment from another candidate.

Students must divest themselves of any study materials directly or indirectly related to the specific examination prior to the start of that exam. Materials may be handed to the supervisor who will keep them during the examination. Student papers may be cancelled if use of related study material is suspected.

Students must supply all hardware required for a particular examination and be certain it is in good working order.

Students cannot write or have writing implements in their hands during the allocated "Reading Time".

Students will not leave the examination room for any reason prior to conclusion of the time allocated to the examination.

If required, the supervisor's attention may be obtained by raising your hand and waiting for the supervisor to reach you.

Do not tear any pages out of the Question/Answer booklet. If you require extra space to complete an answer, please use the pages at the back of the Question/Answer booklet. If you still require extra space, raise your hand and an Additional Answer booklet will be provided. You must complete only one answer in each Additional Answer booklet. All examination answer booklets must be handed to the supervisor at the end of the examination. If you spoil a question, request an Additional Answer booklet.

Water bottles must be clear plastic bottles with no labels. Eating is not allowed in the examination room.

## Absence from Examination Venue

The only acceptable reason for absence from an examination is illness which must be confirmed by a doctor's certificate. Your Leader of Well Being must be contacted by you or your parents on the day of your illness and your Medical Certificate should be presented to them on your return to school.