



SENIOR SCHOOL EXAMINATION RULES

- Students are not required to attend unless they have an examination scheduled. No formal lessons will be conducted during the examination time.
- Students should be at the College at least 30 minutes before the examination commences. Late arrivals may not be admitted to the examination and are to report directly to the Director of Studies via Student Services.
- Students are expected to be in full College uniform for all examinations. Failure to attend in correct uniform may result in the student being excluded from the examination room.
- Students are welcome at the College when not timetabled for an examination to seek teachers' help or to use the Research and Study Centre or Study room, but are still expected to be in full and correct College uniform (not Physical Education uniform). NB Students must pre-organise revision sessions with staff during the College day, teachers will still be teaching and many will be supervising or marking examinations.

AM Examination		PM Examination	
8:15 am	Enter room	1:05 pm	Enter room
8:20 – 8:30	Reading time	1:05 – 1:15	Reading time
8:30 – 11:00	Working (2.5hrs)	1:15 – 3:45	Working (2.5hrs)
8:30 – 11:30	Working (3hrs)	1:15 – 4:15	Working (3hrs)

- No entry into the examination room until the supervisor calls you in.
- Equipment for the examination, (pencils, pens, erasers etc) must be in a clear container. No borrowing of rulers, pens, erasers etc during the exam.
- No graffiti of any kind. (This includes writing on hands, arms, legs, equipment etc)
- Students should not bring mobile phones, iWatches or any other electronic devices into an assessment room, however students will be asked to leave their mobile phone turned off and at the front of the classroom (usually on the whiteboard sill). If they have a mobile phone or iWatch in their possession during the examination, regardless of its status, a mark of zero (0%) may be awarded.
- No books, bags or calculator covers are to be on desks or floor during examinations. These items must be left at the front of the examination room.
- No lucky charms or tokens/toys are to be taken into the examination room.
- No communication of any kind with another student during examination.
- Some subjects permit certain types of calculators, notes, or dictionaries into the examination. It is the students' responsibility to be aware of the requirements for their subjects.
- Students must remain in the examination room for the entire length of the exam period – even if they have finished early. Toilet breaks are not allowed in the first and last 20 minutes of the examination.
- Examinations involving multiple classes of the same Course of Study will have student lists posted outside the examination rooms for the students to identify which room they are in.
- All students are asked to carefully study their timetable to be familiar with their examination program.
- Students are reminded that when they are not sitting for their examinations, another group may still be working. While examinations are on, students are to move quietly between classes and are not to congregate outside Lower School classes, or outside examination rooms.
- It is a policy of the College not to give results of early examinations out during the examination weeks as this may affect preparation and performance in later examinations. We ask students to respect this by not asking teachers for their results until after the commencement of lessons.