

## **EXAM INSTRUCTIONS AND EXPECTATIONS**

- ❖ EXAM ROOMS SHOULD BE LAID OUT IN DISTINCT ROWS BEFORE THE START OF EVERY EXAM.
- ❖ EXAMS WILL BE CONDUCTED IN A SIMILAR MANNER TO THE STATE EXAMINATIONS, WHICH MEANS –
  - NO TALKING/COMMUNICATING,
  - NO DISTRACTING OTHERS,
  - NO BORROWING EQUIPMENT ETC.
- ❖ STUDENTS SHOULD PLACE ALL BAGS AT THE FRONT OF THE ROOM BEFORE EACH EXAM STARTS.
- ❖ STUDENTS MUST RAISE THEIR HAND WHEN THEY NEED THE ATTENTION OF THE SUPERVISING TEACHER.
- ❖ FULL UNIFORM MUST BE WORN FOR THE DURATION OF THE EXAMS. (repeated failure to wear full uniform may result in the student being sent home)
- ❖ MOBILE PHONES ARE NOT ALLOWED IN THE EXAM CENTRE. (As with the state exams, if anyone is found in possession of a mobile phone during an exam their exam will be cancelled immediately.)
- ❖ FOOD OR DRINK ARE NOT ALLOWED IN THE EXAM CENTRE (with the exception of water when required).
- ❖ STUDENTS MUST REMAIN IN THE EXAM CENTRE UNTIL THE END OF THE EXAM – STUDENTS ARE EXPECTED TO HAVE STUDY MATERIAL FOR THE FOLLOWING EXAM WITH THEM IN CASE THEY FINISH AN EXAM EARLY.
- ❖ STUDENTS ARE EXPECTED TO COOPERATE WITH THE SUPERVISING TEACHER AT ALL TIMES.
- ❖ FAILURE TO COMPLY WITH ANY OF THE ABOVE INSTRUCTIONS MAY RESULT IN THE CANCELLATION OF THE OFFENDING STUDENT’S EXAM.