

Exam Protocols – Student Version

Students are expected to follow the following guidelines during exams:

- Check your Exam Timetable thoroughly – ensure clashes are negotiated with HODs in advance.
- Students will be in full school uniform- students who arrive out of uniform will be directed to change at H Block.
- Be prompt for each session. Arrive at least five minutes before the scheduled start of the session.
- All students involved in a particular session must be present at the beginning of each session.
- All bags are to be left outside.
- **Mobile Phones are to be switched off and not allowed for any use**
- Move into room and settle quietly in allocated seating as directed by supervisor.
- Remain silent throughout the session – others are working.
- Bring books to study if the examination does not start at the very beginning of the session.
- All student materials (books, folders, hats, pencil cases) are to be placed on the floor as the examination commences.
- Close and place pencil cases and any other materials on floor after all necessary equipment has been removed.
- Allow supervisor to check paper to ensure no notes are used during the examination.
- No movement from allocated desk or position while examination is in progress or without permission of supervisor.
- No borrowing of equipment in the exam room.
- Exam answers are written in blue or black biro unless paper instructs otherwise.
- Students must remain for the duration of the exam (no exit including toilet breaks).
- Raise your hand if you need to communicate with the exam supervisor.
- Any student who becomes ill during an exam will have the exam paper collected and appropriate notation made on it by the supervising teacher. Student is sent to HOD.
- A student suspected of cheating in any way will complete the test paper but will have it noted on the paper. The student is to report to the HOD immediately after the exam session.
- Students are NOT to submit papers before the due completion time.

Student conduct in the exam room: There is to be no talk whatsoever in an exam room. Any question or request must be directed to a supervising teacher and no one else. Any talk, movement, passing of paper, bios, eraser etc, and use of extra equipment could be construed as cheating. Students should remain in their allocated position at all times. Students who disrupt exams will be sent to a HoD or Deputy Principal and the exam may not be assessed.

Absentees for exams: If a student is unable to attend an exam session owing to illness a medical certificate will be required. Students need to contact the school on the morning of the exam. Students will then need to contact the relevant HOD to reschedule the exam.

A study room (the Library) is provided.

Students are only required to attend exam sessions. Students need to be at home studying, in an exam session or in the Library preparing for exams. No student is to be in Cooroy or Pomona townships.

At no time are mobile phones or ipods allowed to be out in an exam. They are to be off and secured in a bag or pencil case on the floor where there can be no suggestion of disruption or cheating.