

Internal Examinations - Notice to Students

This notice has been written to help you. Read it carefully and do what you are asked. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

RULES & REGULATIONS

- You must be on time for all examinations. If you are late, your work may not be accepted.
- You must arrive at the examination with all the equipment you need. It is your responsibility to ensure that you have the items required for each subject.
- You may not borrow anything from another candidate during the examination.
- All bags are to be placed at the back of the room before the start of the examination.
- You may take to your desk only the materials and equipment allowed. You must leave in your bag calculator cases/instruction leaflets, non-transparent pencil cases, electronic or radio communication devices and any other material or equipment.
- You must write in blue or black ink except for Multiple Choice Papers, which must be completed in pencil (B or HB). Coloured pencils or inks may be used only for diagrams, maps, charts etc. Correcting fluid must never be used during an examination and highlighter pens or glue must not be used unless specifically directed.
- You will not be permitted to leave the examination room during the session.
- You must not talk, communicate in any way with, seek assistance from or give assistance to, or disturb other candidates once the examination has started.
- **Anyone found or suspected of cheating will be disqualified from all examinations and further sanctions taken by the Principal.**

INFORMATION

- Unless you have been informed otherwise, all examinations will take place in your Form Room.
- Where an examination has been set for less than two hours you will be permitted to revise in silence before it starts.
- Students who are not sitting an examination during a session will have private study in the same room, unless informed otherwise. You must ensure that you have all the items that you need to work quietly during this time.
- If you arrive late for an examination, first report to the office then to the teacher invigilating the examination. If you arrive after the examination has ended, you will not normally be allowed to take it.
- The results of the examinations will be given to you during lessons following the completion of the examination period. Do not disturb staff by asking for results ahead of time.

Calculators, Dictionaries and Spell-checkers

- You may use a calculator, unless you are told that you may not do so.
- If you use a calculator
 - make sure it works properly
 - make sure the battery is working properly
 - clear anything stored in it
 - do not bring into the examination room any operating instructions or prepared programs.
- You must not use a dictionary or computer spell-checker, unless you have been informed before the examinations that you may do so.

Examination Instructions

- Listen to the invigilating teacher and do what you are asked to do.
- Tell the invigilating teacher at once:
 - if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- Read carefully the instructions printed on the question paper and/or on the answer book/answer paper. Do what they ask you to do.
- Fill in the details required on the front of your question paper and/or answer book/answer paper before the start of the examination.
- Do any rough work on the examination stationery provided. Cross it through and leave it on your desk when you leave.

Advice and Assistance

- Know the dates and times of your examinations.
- If on the day of the examination you feel that your work may be affected by ill health or for any other reason, inform the Principal or invigilating teacher.
- If during the examination you have a problem and are in doubt about what you should do, put your hand up to attract attention. The invigilating teacher will come and assist you.
- You may not ask for, and will not be given, any explanation of the examination questions.
- As you will not be permitted to leave the examination room during the session, ensure that you use the bathroom before you enter the room.

Leaving the Examination Room

- You must stop writing as soon as you are requested to do so at the end of the examination by the teacher.
- Check that you have included your name on each loose sheet and that you have numbered your pages.
- If you have used more than one answer book and/or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- You must sit in silence while your question and answer sheets/books are being collected.
- You must not move from your seat or communicate with any other student until you have been instructed to leave the room by the teacher.
- When you leave the examination room you must leave behind the question paper, your answer book/answer paper, rough work, and any other (used or unused) materials provided for the examination.

ADDITIONAL FOR SIXTH FORM

- Although you are only required to come to school when you have an examination, you may come to school to study in peace if you wish.
- Arrive at least 15 minutes before the start of each examination.
- If you have a mobile telephone in your bag you must make sure that it is switched off. Any student whose mobile telephone rings during an examination will automatically be disqualified from the subject being taken and the telephone will be confiscated and not returned until the end of the term, or later.

❖ **IT IS YOUR RESPONSIBILITY TO KNOW THE RULES** ❖