Examinations – What is Expected

1. Always listen carefully in Roll call for notices about your exams. If you do not hear a notice, politely ask your teacher to repeat it.

2. Assemble in the Quad for Hall Exams and get into class groups. Listen to the Teacher giving you instructions and try not to waste Examination time.

If your Exam is in a classroom go straight there and wait outside for your teacher. Listen to the instructions and try not to waste Examination time.

Follow teacher instructions as to where to leave bags.

3. Mobile phones are to be switched off and left in student’s bags.

4. Silence in Exams at all times. You need to hear instructions, concentrate and allow your fellow students to do their best.

Please be silent while you wait outside Exams, when you move into the Hall or Classroom and until you leave.

5. A Seating plan is used to help set out the Exam papers in the Hall. Please listen carefully to instructions before you enter the Hall and sit where you are placed.

6. Student Equipment – check the equipment that you will need for exams with your teacher during class time. Make sure you have everything that you need before you arrive at the Exam.

Borrowing during exams will not be permitted for any reason.

7. Warning – students who speak during an exam for any reason risk getting 0% for that exam.

8. Disruptive students who continue to talk and disturb others will be removed from the exam. It is not fair to the students who have worked hard and studied for a disruptive student to interfere, so they must be sent out.

Students sent out of Exams risk getting 0% for that exam.

9. Students finishing early are not permitted to leave the examination. These students should revise their answers quietly.

10. At the End of the Examination students will be directed to cease writing immediately. Please listen carefully to instructions about your exam paper and leaving the Hall in an orderly way.