

## **EXAMINATION GUIDELINES AND RULES**

1. **ALL STUDENTS ARE EXPECTED TO SIT ALL TESTS/ EXAMINATIONS. STUDENTS MUST BE IN THEIR CORRECT UNIFORM.**
2. Any clash must be report to Ms J Knight and Mr A. Burrell 1hr before the examination.
3. All students **MUST** have identification cards for all tests/ examinations.
4. Students who are caught cheating will not only be punished but will be awarded a zero for that paper.
5. There should be no borrowing during a test / an examination. Students should have their own materials.
6. Direct all queries to the invigilator. No form of communication with any other student is allowed during a test / an examination.
7. **ALL STUDENTS MUST BE ON TIME FOR THEIR EXAMINATIONS.** Students should be present at least 10 minutes before the start of an examination. If for any reason, you arrive at school late for an examination, you will only be allowed to complete the paper in the remaining time
8. If for any reason, you are absent from an examination, please ensure that you:
  - Notify the school on the day of the Examination
  - Present a **valid written excuse** from your **parent/guardian** within **two (2) days** of the absence.
9. Classrooms must be clean and neatly arranged for all tests / examinations.

10. Students, who fail to abide by the instructions of the invigilator, will be liable for removal from the examination room.
11. Each student **MUST ONLY** write his/her name on the attendance register. Any student caught writing another student's name on the register will be penalized.
12. Any student, who leaves the examination room without the invigilator's permission, will not be allowed to complete the paper and disciplinary action will follow.
13. Disturbance of any form will not be tolerated in a test / an examination.