

Examination Rules

Arrive at least 20 minutes before every exam in **full school uniform**. If cold, then wear layers under your school jumper or jersey. No hood is to be seen, no track pants- only school pants.

If you arrive more than an hour after an exam has started, you can enter the exam, but you will not be given any extra time. If there is an acceptable reason for your lateness you need to see a Deputy Principal or the Principal immediately when you arrive at school to see if accommodations can be made. Any students with Disability Provisions must meet at the MPC for a briefing before being taken by the Invigilators to a separate space.

Note that in the HSC examinations, if you arrive more than an hour after an exam has started you would need to submit an Illness/Misadventure form to NESAs who will decide if they should accept your responses for marking.

If you miss an exam because you misread the timetable, contact your Deputy Principal immediately. You can't apply for illness/misadventure on these grounds, and you will receive zero marks for the exam. You may still need to sit the examination to avoid an N determination in the course.

It is your responsibility to check your timetable carefully. Changes will be emailed to your DoE email and posted on the Google Classroom.

If you are sick or unable to attend (Illness or Misadventure): A parent or caregiver should contact the school and leave a message for your Deputy Principal. Either download the illness/misadventure form from your assessment booklet or ask your Deputy Principal for a copy, fill it in and attach your medical certificate and give it to your Deputy Principal on the **first day** you return to school. Expect to sit the exam at the earliest opportunity.

You should bring the equipment you need and know what equipment is allowed for each exam. Make sure that your equipment is in good working order, because we won't uphold misadventure applications for equipment failure. You can bring the following items into your exams in a **clear plastic bag/case**:

- black pens
- pencils, erasers and a sharpener (use pencils only when instructed to)
- a ruler marked in millimetres and centimetres
- highlighter pens
- a clear bottle of water
- a non-programmable watch, which you must take off, place on your desk in clear view and not touch during the exam.

You need to bring certain equipment (like a calculator) for some exams. Check the list of equipment for specific exams on *Students Online*. If you are allowed a scientific calculator, make sure you have an approved model.

You cannot have any of the following items on your person, on or around your desk and/or chair during your exams. If any student is found to be in possession of or to have used any of the following items in the examination, the examination will be cancelled, a mark of zero awarded and an 'N' warning letter sent.

- mobile phones
- programmable watches, like smart watches
- any electronic devices (except a NESAs approved calculator, if allowed), including communication devices, organisers, tablets, music players or electronic dictionaries
- paper or any printed or written material (including your exam timetable)
- dictionaries (except in language exams)
- correction fluid or correction tape.

You cannot borrow equipment during exams. Exam staff may inspect your equipment when you enter the room, and will tell you where to place any unauthorised items. They are not responsible for these items.

You may have set reading time for each paper. During this time, you must not write, use any equipment, including highlighters, or mark your paper in any way. If you are allowed a dictionary, you can read it but you cannot write on or mark it during reading time.

During each exam, you must:

- read the instructions and all questions carefully. Presiding officers and invigilators can't interpret or give instructions about exam questions.
- write clearly with black pen (only use pencil if instructed to)
- write your answers in the correct answer booklets. Tell the invigilator if you use the wrong booklet, and write a note on the front and back of both booklets stating that you wrote an answer in the wrong place. Don't rewrite your answers, but make sure you label and hand in all parts of your answers.
- stop writing immediately when the invigilator tells you to
- follow the invigilators instructions for arranging completed answers, and wait for the invigilator to collect them
- always follow the invigilators' instructions
- make a serious attempt at the exam by answering a range of question types. Answering only multiple-choice questions is considered a non-serious attempt and will result in a mark of zero.
- answer in English, unless the question paper directs otherwise. If you don't write in English, you will get zero marks for your answer.
- behave politely and courteously towards the invigilators and other students.

During each exam, you must not:

- start writing until the presiding officer or invigilator tells you to
- write your name or any other identifying name, symbol or mark on writing booklets, answer booklets or sheets.
- leave the room, except in an emergency. If you must leave and want to come back to continue the exam, you must be supervised while you are out of the room.
- leave (finish) the exam in the first hour or leave the exam in the last 15 minutes.
- take an exam paper out of the room. Speak to your teacher if you want to see a paper afterwards.
- cheat
- include frivolous or objectionable material.
- speak to anyone other than an invigilator.
- behave in any way likely to disturb another student or upset the exam's running.
- be affected by alcohol or illegal drugs.
- take any writing booklets, whether used or not, out of the room.

Invigilators can ask you to leave the exam if you do not follow these rules and you may receive zero marks for the exam.