



# 2021 Semester 1 Exam Guidelines

MS EISSA  
YEAR 10 Coordinator



# EXAM DATES, TIME AND VENUE

- Exams Commence on **FRIDAY 4<sup>th</sup> June** (Subject to change due to COVID-19)
- **Exams will be held in the HALL**
- **Students MUST be at school at 8:30am for 8:40am exam commencement**
- **Exam schedule will be posted on compass and STUDENT HUB**
- **Please check the Parents tab on the website for Exam schedule which will be updated soon**

## STUDENT **MUST**

- **Attend in full CORRECT school uniform must be worn**
- **Be at school no later than 8:30 sharp**
- **Go home after exams unless arrangements have been made with Coordinator**
- **Enter exam room in a quite and orderly manner**
- **Attend ALL exams unless unable to attend due to a medical reason- and therefore medical certificate **MUST** be presented to Coordinator**
- **Use ink pens on exam papers**

## *Permitted items*

- pencil cases, however you are to take what you need from your pencil**
- Calculators are only permitted in the maths and physics exam **ONLY.****
- Water bottles, however **MUST** be in clear bottle. Branding wrapper must be removed**

## STUDENT MUST **NOT**

- **Bring any Food items into exam room**
- **Touch exam paper until instructed**
- **Use pencil on exam papers, save maths and physics**
- **Use white-out**
- **Leave exam room until ALL exam papers have been collected.**
- **Go to bathroom unsupervised**

## **NOT Permitted items**

- ❑ **Smart watches or phones**
- ❑ **Study notes**
- ❑ **Water bottles, however **MUST** be in clear bottle. Branding wrapper must be removed**

# SENIOR EXAM PROCEDURES

- ❖ **Students will enter the exam venue as instructed and remain seated quietly.**
- ❖ **Instructions will be given to commence reading exam paper. Students are give 5 minutes reading time. Writing is not permitted during this period**
- ❖ **Timer is displayed on board for time management**
- ❖ **Once timer sounds for conclusion of 90 minutes. Exam supervisors are collected papers**
- ❖ **Students are not permitted to speak during exam collection**
- ❖ **Exam supervisors will instruct students to exit venue**



# STUDENT CONDUCT DURING EXAMS

- Students are not permitted to assist another student, or allow another student to copy, or accept assistance from another student. Cheating is a serious breach of policy.
- Students behaving in a manner that causes annoyance or interference to other students may be removed from the examination room.
- Students must stop writing when the signal to do so is given.

# BREACH OF EXAM RULES

**The Head of Senior School may impose any of the following penalties:**

- Cancel the student's examination mark for the section of the examination for which the breach of rules has occurred.
- Cancel the student's examination and therefore the student's entire examination grade OR withhold marks indefinitely.
- In addition to the above penalties, the Head of Senior School retains the discretion to suspend the student from the Academy.