

# Examination Rules for Students

*College rules pertaining to uniform apply during examinations. A student not dressed in accordance with College Rules may be refused admission to the examination.*

*Food is not permitted in an exam centre. A small drink is permitted.*

*In normal circumstances, candidates should not ask to leave the exam centre to use the toilet. If permission is granted, the candidate's exam paper is to be handed to the supervisor and the time noted on the script.*

*Phones: not encouraged. See Note 5 below*

- 1 Candidates should be outside the Examination Centre five minutes before the examination is scheduled to commence. SILENCE is observed once a candidate has entered the Examination Centre. Candidates move directly to their assigned place. Latecomers will not be admitted to the examination centre until all papers have been issued. Students will have supervised study in centres before the exam.
  - 2 No notes, books, unauthorised electronic equipment or bags may be brought into the Examination Centre. Students are required to bring books and study material when not timetabled for an examination.
  - 3 SILENCE is observed at all times. A candidate needing assistance should put his hand up and wait for the Supervisor to respond.
  - 4 All candidates must stay until the end of the examination. The use of Tippex, or similar product, is banned and it may be confiscated.
  - 5 It is strongly advised to leave all mobile phones, hand-held devices, etc in a secure place (locker). If you have a device on your person it MUST be powered off. If you need to leave the exam centre during the exam, the onus is on you to hand over your device to the supervisor. Any suspicion that an electronic storage device such as a mobile phone is used will result in the device being confiscated and may result in the examination being cancelled.
  - 6 All candidates should bring with them the pens, pencils, rulers, calculators etc. which they require for the examination. There should be no borrowing.
  - 7 No candidate may communicate, or attempt to communicate with another candidate during the examination: i.e. until he has left the Centre.
  - 8 If in need of anything, candidates should raise a hand to attract the attention of the Supervisor.
  - 9 At the end of the examination candidates must hand up their scripts in the order directed by the Supervisor. Candidates must abide by examination rules until they have left the Centre - a candidate may have his examination cancelled AFTER he has handed up his paper if he offends any of these rules
  - 10 A candidate who is absent from an examination must without delay inform the College in writing as to the reason for his absence. A candidate who without good cause fails to attend for an examination, or is deemed not to have made a reasonable effort in an examination, may be required by the College to repeat the examination at a later date.
- *N.B. Where there are grounds to believe that a candidate has seriously offended an Examination Rule his script will be returned in a Special Envelope to the Headmaster for adjudication. Where it is judged that the candidate has so breached the Rules for Examination the candidate may have that examination paper cancelled and/or be required to repeat the examination, including at a time out of term. In certain circumstances he may have his entire examination cancelled. The Year Head is informed who in turn informs the Examinations Co-ordinator.*

## **EXAM and STUDY CENTRES FOR NOVEMBER 2017:**

**1<sup>st</sup> Year: Rm G-07-G-12.**

**2<sup>nd</sup> Year: Rm -1-07-1-10**

**3<sup>rd</sup> Year - 2-08-2-11.**

**5<sup>th</sup> Year: Concert Hall Assemble on Gym Corridor. No talking approaching the hall.**

**6<sup>th</sup> Year: Rm - 2-20-2-26.**