

Instructions for students when taking exams

1. Wear school uniform.
2. Check to see which exam room you will be in.
3. Prepare the stationery that you will need. Come to school on time. Students who arrive more than 20 minutes late cannot sit for the exam.
4. Do not take any notes or electronic devices into the exam room.
5. Students should sit in the seat assigned on the exam room seating plan. Students cannot talk or copy from their friends. If they have a question during the exam, they should ask the teacher only.
6. When they are given the exam paper, students have to check that it is complete and that pages are in order. If there is a problem they should tell the teacher immediately so they can change the exam paper.
7. When writing their name, students should write their name, surname, Year Level, Class, ID and No. on every page.
8. If students are dishonest in any way, they will get 0 (zero) in that subject and will not be allowed to adjust the score.
9. When finished the exam, before submitting their answer sheet, students have to check that they have completed all sections.
10. Leaving the exam room:
 - 10.1 Year 1-3 students cannot leave the exam room if they finish early.
 - 10.2 Year 4-6 students can leave the exam room after 45 minutes.
 - 10.3 Secondary students can leave the exam room after 30 minutes.
11. Students cannot take any exam answer sheets or any paper out of the exam room.
12. After they have left the exam room, students cannot enter again.

