



Senior Secondary Exams – Instructions to Year 12 Students

1. Ensure that you **carefully read** both sides of this sheet.
2. It is your responsibility to know your exam times and locations. You must also take responsibility for any variations to your normal travel arrangements during the exams.
3. If you do not have an exam during a particular session, you must study at home. There will be no formal classes or Form room periods during the examinations period.
4. If you need to be on campus at an earlier time, the school requires a signed note from your parents to use the library facilities.
5. There is to be **NO TALKING** once the examination room has been entered.
6. **No food or drink**, other than water, can be brought into the examination centre. Anyone in need of access to an emergency sugar supply needs to bring a signed note to that effect.
7. If you are too ill to sit an exam under normal conditions, visit your doctor and obtain a medical certificate to that effect. If you are taking any prescribed medication, you should do so either prior to, or after an exam.
8. **No early departure** from an exam is permitted – do not request this of the supervisors.
9. Students **must wear full school uniform** to all exams and whenever present on campus for any other reason during exam week. No variations to the College regulations covering uniform, jewellery, hairstyles, etc will be tolerated. Offenders will not be allowed to enter the examination centre until the problem has been rectified.
10. **Bags may not be brought into the examination centre, and should be left outside.** All stationery items needed for the exam, including calculators, pens, pencils, erasers, etc must be in a transparent plastic envelope or bag.
11. **Mobile phones may not be brought into the examination centre.** They must be turned off and left in your bag.
12. Students are to place their **SmartRider card** in the top left hand corner of their desk.
13. Booklets of tables and formulae are only permitted in Mathematics exams. These must not contain any writing notes or sketches.
14. **No papers whatsoever** are to be taken either into, or out of, the examination centre. The only exceptions are for Mathematics students, who are allowed to bring one or two double-sided A4 sheets of notes, with no folds.
15. Any student caught **cheating** will receive a zero mark in that subject. Parents will be informed and further disciplinary action can be expected.
16. Do not attempt any form of communication with another student once inside the examination centre. Even a sideways glance can be interpreted by a supervisor as an attempt to cheat.
17. Any student who wishes to attract the attention of a supervisor should remain seated and simply raise their hand. **Do not speak under any circumstances.**
18. Materials such as calculators, pens, pencils, erasers etc. will not be available on loan, nor will you be able to borrow from another student. A back-up calculator or battery would be advisable.
19. Use the allotted Reading Time to check through **the whole paper, including instructions.** Any questions on content, possible errors or omissions should be asked of supervisors during Reading Time.
20. All morning exams commence at 8.30am and all afternoon exams start at 12.30pm.