



Senior Secondary Exams

1. Ensure that you **carefully read** both sides of this sheet.
2. During the Year 10 examinations, candidates are required to be at school only when examinations are scheduled, including the 30 minute preparation time or when requested to do so by a College staff member.
3. 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.
4. If you miss an exam for any reason you are to inform the school as soon as possible.
5. If you are late for the examination (within the first half hour of working time), you will be shown to your seat quietly and instructed to read the instructions and to begin working. No extra time will be given to complete the paper without the approval of the Chief Supervisor.
6. If you need to be on campus at an earlier time, the school requires an explanatory note signed by your parents/guardians detailing the reasons why you need to be on campus to use the library facilities. These will be considered on an individual needs basis.
7. There is to be **NO TALKING** once the examination room has been entered.
8. **No food or drink**, other than water, can be brought into the examination centre. Clear water bottles only (maximum 1.5 litre). No labels on the bottle are allowed. Anyone in need of access to an emergency sugar supply needs to bring a signed note to that effect.
9. If you are too ill to sit an examination under normal conditions, visit your doctor and obtain a medical certificate to that effect. The letter should be directed to the Dean of Studies and submitted to the Curriculum Office. If you are taking any prescribed medication, you should do so either prior to, or after an examination. If this is not possible please see the Dean of Administration prior to the day of the exam to make alternate arrangements.
10. **No early departure** from an examination is permitted – do not request this of the supervisors.
11. All candidates **must wear full school uniform** to all examinations and whenever present on campus for any other reason during the examination. 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.
12. **Bags may not be brought into the examination centre, and should be left outside.** All stationery items needed for the examination, including calculators, pens, pencils, erasers, etc must be in a transparent plastic envelope or bag. Calculators are to have no covers or "instructions to use" on the calculator.
13. **Mobile phones must be turned off** and left in your bag or placed in the box in the examination room.
14. Candidates are to place their **SmartRider card** in the top left hand corner of their desk.
15. Booklets of tables and formulae are only permitted in Mathematics examinations. These must not contain any writing notes or sketches.
16. **No papers whatsoever** are to be taken either into, or out of, the examination centre. The only exceptions are for Mathematics candidates, who are allowed to bring one or two double-sided A4 sheets of notes, with no folds
17. If a candidate has any written or typed notes or other marks in books etc or is found to have any unauthorized material, or commits a dishonest act, the Chief Supervisor must notify the Dean of Studies. A clear and concise written and signed report will be made on the breach of examination rules. Any candidate caught **cheating** will receive a zero mark in that subject. Parents will be informed and further disciplinary action can be expected.
18. Do not attempt any form of communication with another candidate once inside the examination centre. Even a sideways glance can be interpreted by a supervisor as an attempt to cheat.
19. If a candidate is disruptive during an examination they will have a yellow card placed on their desk as a warning. If the candidate continues to be disruptive they will receive a red card and will be required to leave the examination room. The candidate may receive a reduced mark or a mark of '0'.
20. Any candidate who wishes to attract the attention of a supervisor should remain seated and simply raise their hand. **Do not speak under any circumstances.**
21. Materials such as calculators, pens, pencils, erasers etc. will not be available on loan, nor will you be able to borrow from another candidate. A back-up calculator or battery would be advisable.
22. 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.