

# Exams Instructions for Students

## *Before the exams begin:*

1. In your agenda book write a list showing dates, times and places for all of your exams.
2. Find out from each of your teachers how they want to arrange for you to return your textbooks.

## *Exam Day Rules*

1. **NO textbooks or notebooks will be permitted in the examination areas.** Textbooks should be returned prior to the exam. There will be areas in the East Gym and West Gym where students can leave materials not permitted in the main examination area.
2. Please observe the following guidelines in the examination areas:
  - students are to be seated at maximum distances from one another
  - hats, MP3 players, CD players, cell phones and other electronic devices are not to be brought into the examination room
  - no talking is permitted during the examination session
  - unless your teacher tells you differently, textbooks or exercise books are NOT to be brought into the examination area
  - exam papers should be left face down before the exam begins and once you have decided you are finished.
3. Any clear instances of cheating will be dealt with by the invigilator.
4. Students arriving late to an exam will be admitted, but will not receive any extra exam time to finish the exam.
5. Students who have finished the exam:
  - **MAY NOT LEAVE BEFORE 1 HOUR HAS ELAPSED**
  - should turn their exam materials face down, but leave the materials at their desk
  - should not start conversations while they wait for dismissal
  - after one hour has elapsed, students may be dismissed as discreetly as possible
  - if you are waiting for a friend, please wait a good distance away from the doors
  - the school will be open only for students who are attending tutorials or students wanting to study in the library.