

Conduct of the L6 End of Year Examinations

Notice to candidates

General

1. No form of refreshment may be taken into the examination room. (At the discretion of the IB coordinator, drinking water is permitted.)
2. Candidates may take to their desk/table only the following items:
General stationery (for example, pens – blue or black ink only, pencils, coloured pencils, an eraser, geometry instruments and a ruler – **these should be brought in a clear plastic bag**) a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted) other materials specified by the IB as required for a particular examination (for example, an electronic calculator). **No bags to be taken into any exam room.**
3. If required by the coordinator/invigilator, any item brought into an examination room must be available for inspection. This includes electronic calculators.
4. Examination questions must not be stored or recorded into the memory of a calculator. During an examination, no attempt must be made to conceal information or programs stored in a calculator.
5. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examinations.
6. The school policy when a student misses an End of Year Examination is that a medical note should be brought to School on their first day back after the illness, and this note should be brought directly to the Examinations officer so that the Examination can be re-scheduled. Failure to bring a medical note will automatically lead to the student being entered for the Recuperação Examination in the subject concerned.

Start of the examination

1. It is your responsibility to ensure that you turn up on time for the examinations. **Take special note of the starting time of each examination and the location.**
2. Candidates must line up in a quiet and orderly manner outside the designated examination room, **at least 10 minutes before the time stated on the timetable.**

Late arrival

1. Candidates who arrive late may not be allowed into the examination.

Malpractice

1. Unauthorized material may not be brought into an examination (for example, a mobile phone). Bringing unauthorized material into the examination room may lead to an allegation of malpractice against the candidate.
2. Cases of suspected malpractice will be investigated by the IB Coordinator and may lead to an automatic fail.

Early departures

1. Candidates will not be allowed to leave the examination room before the scheduled end of the examination.

End of the examination

1. Candidates must leave the examination room in a quiet and orderly manner.