

Forms 1, 2, 3 & 4

NOTICE TO PUPILS – Conduct for SCHOOL EXAMINATIONS

Registration as normal, in Tutor Rooms.

It is your responsibility to ensure that you turn up on time for the examinations. **Take special note of the starting time after break & lunch.** Make sure that you are outside the examination room five minutes before the start of the session.

Line up in alphabetical order. Form 3 on the ramp, into the Theatre and F4 in the covered area, facing the staircase to the Drama Room. Wait **outside** the examination room until the invigilator arrives. You must not talk once you have entered the examination room.

You must **NOT** take cell phones into the exam room, even if it is turned off. Leave them in your lockers.

No bags to be taken into any exam room.

You must bring your usual writing implements in a clear plastic bag. Answers must be written in black or blue ink. **Correction fluid of any kind must not be used.**

There will be no borrowing of rulers, protractors, calculators, etc.: you must be properly equipped for the examinations. No mascots are allowed on the desks.

Pupils may use **a simple translation language** dictionary (not electronic ones), but not in any Language Examination. The dictionary must not contain diagrams or maps or explanations. This should be shown to the Invigilator at the beginning of the examination.

If you wish to attract the Invigilator's attention, raise your arm but do not speak until spoken to.

You must stay for the duration of an examination. If your examination is shorter than the session, bring revision material to revise first. You may **not** leave the room to fetch books from your locker.

Any instances of suspected misconduct will be reported to the Examinations officer at the end of the examination. The penalty is an immediate fail and other sanctions may follow.

Pupils who *do not have* an examination for one of the sessions should revise in their allocated room. Revision material may be placed at the front/back of the exam room during the examination. Forms 3 & 4 will place their revision material under their chairs in order to avoid disturbances.

The Exam Rooms are out of bounds during break and lunchtimes. No books or possessions may be left in the exam room in between sessions.

Turn off electronic beepers on your watches. If you have a cold, invest in a box of paper hankies!

The school policy when a pupil 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 pupil being entered for the Recuperação Examination in the subject concerned.