

Examination Rules

Arrive at least 15 minutes before every exam.

If you are sick or unable to attend (illness or misadventure): A parent or caregiver should contact the school and leave a message for your Deputy Principal. Either download the illness/misadventure form from your assessment booklet or ask your Deputy Principal for a copy, fill it in and attach your medical certificate and give to your Deputy Principal on the **first day** you return to school.

You should bring the equipment you need and know what equipment is allowed for each exam. Make sure that your equipment is in good working order, because we won't uphold misadventure applications for equipment failure. You can bring the following items into your exams in a clear plastic bag/case:

- black pens
- pencils, erasers and a sharpener (use pencils only when instructed to)
- a ruler marked in millimetres and centimetres
- highlighter pens
- a clear bottle of water
- a non-programmable watch, which you must take off, place on your desk in clear view and not touch during the exam.

You need to bring certain equipment (like a calculator) for some exams. Check the list of equipment for specific exams on *Students Online*. If you are allowed a scientific calculator, make sure you have an approved model.

You are not to bring any of the following items into your exams:

- mobile phones
- programmable watches, like smart watches
- any electronic devices (except a calculator, if allowed), including communication devices, organisers, tablets, music players or electronic dictionaries
- paper or any printed or written material (including your exam timetable)
- dictionaries (except in language exams, if allowed)
- correction fluid or correction tape.

You can't borrow equipment during exams. Exam staff may inspect your equipment when you enter the room, and will tell you where to place any unauthorised items. They are not responsible for these items.

You may have set reading time for each paper. During this time, you must not write, use any equipment, including highlighters, or mark your paper in any way. If you are allowed a dictionary, you can read it but you can't write on or mark it during reading time.

During each exam, you must:

- read the instructions and all questions carefully. Presiding officers and supervisors can't interpret or give instructions about exam questions
- write clearly with black pen (only use pencil if instructed to)
- write your answers in the correct answer booklets. Tell the supervisor if you use the wrong booklet, and write a note on the front and back of both booklets stating that you wrote an answer in the wrong place. Don't rewrite your answers, but make sure you label and hand in all parts of your answers
- stop writing immediately when the supervisor tells you to
- follow the supervisor's instructions for arranging completed answers, and wait for the supervisor to collect them
- always follow the supervisors' instructions
- make a serious attempt at the exam by answering a range of question types. Answering only multiple-choice questions is not considered a serious attempt
- answer in English, unless the question paper directs otherwise. If you don't write in English, you will get zero marks for your answer
- behave politely and courteously towards the supervisors and other students.

During each exam, you must not:

- start writing until the presiding officer or supervisor tells you to
- write your name or any other identifying name, symbol or mark on writing booklets, answer booklets or sheets
- leave the room, except in an emergency. If you have to leave and want to come back to continue the exam, you must be supervised while you are out of the room
- leave (finish) the exam in the first hour or leave the exam in the last 15 minutes
- take an exam paper out of the room. Speak to your teacher if you want to see a paper afterwards.
- cheat
- include frivolous or objectionable material
- speak to anyone other than a supervisor
- behave in any way likely to disturb another student or upset the exam's running
- be affected by alcohol or illegal drugs
- take any writing booklets, whether used or not, out of the room

Supervisors can ask you to leave the exam if you do not follow these rules and you may receive zero marks for the exam.