**EXAMINATION RULES AND PROCEDURES**

This set of rules has been provided to make you aware of the basic conditions, which apply when you are doing examinations.

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| **BEFORE THE EXAMINATION*** **FULL SCHOOL UNIFORM MUST BE WORN FOR ALL EXAMINATIONS.**
* **All Mobile phones and electronic devices other than approved calculators must be switched off and left in bags.**
* Candidates are responsible for knowing their exam timetable – venues, times, etc, and their candidate number.
* Candidates should assemble at the bottom of the ramp leading to the Cusick Room at Gosford Racecourse. Entry to the Cusick room should be through the door at the top of the ramp.
* Candidates should enter the examination room **quietly** and in an **orderly** fashion. Bags and other equipment should be placed to the side of the room or where directed by the examination supervisor.
* Candidates must supply their own means of securing their pages (eg, stapler, string). Paper clips are not satisfactory. Staff will not take responsibility for the loss of loose pages.
* Candidates should ensure that they have all of the necessary equipment before entering the examination room. Borrowing of equipment in the examination room is not permitted.
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| **DURING THE EXAMINATION*** Complete the Examination Attendance Slip prior to the commencement of the examination.
* Candidates should read all instructions on their exam paper carefully.
* Candidates are to conduct themselves in a manner consistent with the School’s Discipline Code.
* Communication of any sort between the candidates is not permitted and strict silence must be maintained.
* Eating is not permitted in the examination room. Drinking water is permitted if the water is in an enclosed container.
* Candidates are to ensure that their worked papers are not exposed in such a manner that they may be copied by other candidates. Any candidate found cheating (eg, talking to or assisting another student in any way) will be removed from the examination room and sent to the Head Teacher of the subject concerned. The examination paper of this student will be noted to the effect that they were caught cheating and the student will receive a ZERO mark for the subject. The parents of the student will be informed.
* Unless stated otherwise, answers to examination questions should be in **black** or **blue** ink.
* Candidates must stay in the examination room for the duration of the examination except in the case of an emergency. If this occurs, the candidate will be accompanied from the room by the supervising teacher. If a candidate leaves the room without permission he or she will not be permitted to return to the room.
* When the allotted time for the examination has elapsed work will cease **immediately.**
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| **AFTER THE EXAMINATION*** Candidates must stay in the examination room until **ALL** examination papers have been collected. Writing books and paper may not be removed from the examination room. Candidates may take question papers home if they are not required to hand them in as part of an answer.
* When one examination finishes before another, candidates must leave the room silently after their papers have been collected.
* Clean up all rubbish and scrap paper from the floor and straighten your desk and chair.
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**NOTE:**

1. If you miss an examination due to misadventure or illness, see the

 **Deputy Principal Year 12 (Ms Loveridge)** immediately.

1. You are not required to attend school during an examination period (if you don’t have an exam at that time) unless you are advised otherwise.