

RULES FOR EXAMINATIONS

1. Candidates must be dressed in school uniform appropriate for the School term (leavers jumpers are acceptable) and abide by the School's presentation policy. The School reserves the right to not allow candidates to sit examinations if they do not abide by this rule.
2. Candidates are not allowed to communicate with each other from the time they enter the examination room until the time they have left the room.
3. During the examination candidates wishing to ask the supervisor a question should raise their hand to attract the attention of the supervisor.
4. Candidates must sit in a desk as directed by the supervisor.
5. No writing paper, books or manuscripts may be brought into the examination room, other than those specially permitted (Mathematics). Formulae and data sheets will be provided when necessary.
6. Candidates are not permitted to wear or take a watch (analogue, digital or smart watch) or similar wireless-enabled technology device (e.g Fitbit) into the examination room.
7. Candidates are not permitted to calculator cases during any examination. Calculators are only permitted in examinations where they are listed as authorised materials. A maximum of three calculators is allowed.
8. Candidates must provide their own pens, pencils, erasers, ruler and any items specially required for the examination.. Candidates who forget equipment such as calculators or ClassPads will not be allowed to borrow from staff prior to the exam, or from other students during the exam. Candidates must provide spare batteries for their ClassPad.
9. Candidates must bring suitable ID (e.g CCGS student card, driver's licence or Leavers Proof of ID Letter (can be found in Past Academic Reports on Nexus) to the examination and display it on their desk.
10. Pencil Cases must be see-through and non-coloured. Rulers can be made from wood, plastic or metal – but must have no markings or information inscribed on them beyond the manufacturer's information. A clear and colourless plastic (not glass) water bottle with all labels removed may be brought into the examination. It must have a secure lid and have a capacity of no more than 1500 ml. Water bottles may not be refilled during the examination.
11. Use of blue or black pen is preferable in the examinations. Do not use erasable or gel pens. Pencils and coloured pencils may also be used. For multiple choice sections, candidates must use blue or black pen to shade the boxes.
12. Candidates are required to observe any general instructions which may be given by a supervisor and to note carefully any instructions which appear on the front of the examination paper.
13. Unless otherwise instructed, candidates are allowed 10 minutes reading time for examinations. No writing, highlighting, marking of the paper in any way, or use of calculators is permitted during this period.
14. Candidates are not permitted to remove examination materials from the room unless given permission by the supervisor.
15. It is the responsibility of the candidates to ensure that no unauthorised notes, mobile phones, tablets, watches or other such items are taken into the examination room. If a candidate is found to have unauthorised material after the commencement of the examination the School will not mark the papers of the candidate involved.
16. During the course of the examination candidates may not communicate by word or otherwise with any other candidate or copy from the work of any other candidate. If any candidate is found guilty of any dishonest act, the School will not mark the candidate's papers in one or all of the subjects taken by that candidate in the examination period.
17. If an examination Answer Book is being used it must be submitted intact, i.e., no loose pages. If you accidentally remove a page from the book you must report it to a supervisor immediately who will arrange to have it laced in the book and authorised. Loose sheets of paper in the Answer Book will not be marked.

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18. You will not be allowed to leave the examination during the first hour of the work period of the examination or during the final 15 minutes of the examination.
19. You must stop writing immediately when instructed by the supervisor. You must not leave your desk until all papers in the room have been collected and the supervisor has directed you to leave.