

EXAMINATION INSTRUCTIONS

1. **Students must be prepared to enter the examination room at the START of the session prescribed.** Students should not enter the examination room until instructed to do so.
2. Students will not be admitted to the examination room after the expiration of half an hour from the scheduled commencement time other than under exceptional circumstances and by express permission of the Deputy Principal.
3. Students must write clearly with a blue or black pen unless otherwise directed. Multiple Choice examinations should be done using a pencil (2B preferred).
4. For those examinations which have a **reading time**, no writing or use of calculators is permitted during this time.
5. Writing paper or examination booklets will be provided for each examination. **No files, books, etc may be brought into the examination room.**
6. Students should provide their own pens, rulers, erasers and other items specified or recommended for particular subjects/courses. **Only clear plastic pencil cases/holders** (eg. plastic sleeve) may be brought into the examination room. Any equipment/materials brought into the examination room will be subject to inspection. Approved Curriculum Council Mathematical Formulae / Statistical Tables should not contain any handwritten notes, words, symbols, signs, formulae, sketches or any other marks (including highlighting and underlining). **Only approved calculators may be used.**
7. **Water bottles are permitted, but they should be made of clear plastic and have the labels removed.**
8. Students using mathematical and statistical tables and/or calculators must show sufficient working to allow their answers to be checked readily.
9. Students are allowed to take up to **TWO** A4 sheets (both sides) of notes into their Mathematics examination. The notes may be from any source and may be handwritten or printed, but the sheets are **NOT** allowed to be folded or creased in any way. These sheets are to be used only in the calculator assumed section of the exam (**under the direction of the examination supervisor**).
10. It is the student's responsibility to ensure he/she understands all instructions relating to the examinations and that no unauthorised notes or other items of a non-personal nature are taken into the examination room. **Students should check thoroughly that they do not have any unauthorised material prior to the commencement of the examination.** Students found to have unauthorised material after the commencement of the examination run the risk of having their examination paper cancelled.
11. During an examination, **no communication of any form between students is allowed.** Students wishing to communicate with a supervisor should raise their hand to attract attention.
12. At the time the examination is due to finish, students must stop writing immediately they are asked to do so by the supervisor. **Students should not leave their desks until all papers in the room have been collected.** Students are to leave the examination room only when directed by the supervisor and they are to leave in silence. They should move well clear of the area so as to not disturb students who may still be engaged in another examination.
Students are not permitted to leave the examination room until the conclusion of the examination period.
13. Should students wish to see particular teachers, it is strongly recommended that a prior appointment be made with the teacher concerned.
14. Normal school rules apply during the examination period. **Students who come onto College grounds during the examination period for any reason whatsoever must be dressed in normal school uniform.**