

INTERNAL EXAMINATION PROCEDURES FOR PUPILS

- Borrowing is not permitted during examinations.
- Pencil cases must not be placed on desks. Take out the equipment needed.
- Students must not talk to or communicate with or disturb other pupils once the examination has started. Pupils should remain silent until all papers have been collected.
- Students will normally sit in the same seat, in alphabetical order, throughout the duration of the tests.
- Bags and coats must be left at the front or back of the examination room before the examination commences.
- Students may not call out during the exam. They should raise their hands to attract the teacher's attention.
- Students must go to the toilet before the exam commences.
- Copying or communication with others will result in the cancellation of the exam mark in question, parents will be informed and a Saturday Detention issued.
- Mobile phones, iPads, watches, and any other electronic device must be switched off and left in school bags. Any breach of this rule will result in cancellation of the paper.