



Information for Students - Examination Guidelines

The following guidelines are provided for students sitting examinations at The Hamilton and Alexandra College. The examinations are not only an opportunity for you to demonstrate your learning but to also gain practise performing within a limited time frame in preparation for the Senior Years and beyond. You should see this as an essential learning opportunity, where you focus not only on your results but on the examination process.

Conduct of Examinations

- Arrive at the examination room in good time. Carefully check your schedule so you know where and when your examinations are being held.
- Be neatly dressed in your school uniform; no student may wear sports uniform for examinations.
- Be organised with all the equipment you need.
- Listen carefully to instructions when entering the examination room; sit at your allocated seat or as directed by the supervising teachers. You must enter the examination room in silence.
- Teachers supervising examinations have the right to check the materials brought by you into the examination room and to remove any non-compliant materials.
- During reading time, you may study the examination materials provided and a dictionary or reference materials (if these are permitted).
- During reading time, you must not begin to mark your examination paper in any way, or use a calculator (if these are permitted).
- Carefully read all instructions on the front of the examination and ensure you have all examination materials required.
- You must raise your hand if you wish to communicate with a teacher supervising the examination.
- Read the instructions for each question carefully to ensure that your answers are thorough.
- Be aware of the timing of each section of the examination and use all the time available to you.
- You should use blue or black pen, unless otherwise instructed.
- Some examinations require you to complete a Multiple-Choice Answer Sheet in pencil.
- You will be given a 5-minute warning near the end of the examination; check that you have completed every question on every page. Check you have written your name on your examination paper.
- You must stop writing when instructed to do so by the teacher supervising the examination.
- You must remain silent and must not leave your seat until all examination papers have been collected.
- Any disruptive behaviour by students during examinations will be noted and reported to your mentor and Head of House.
- You must not cheat or assist other students to cheat. You must not communicate with any other student during the examination.

Permitted Items

- Bottled water in a clear (transparent) plastic bottle with all labels removed.
- Mobile phones, smart watches, fitness trackers and other electronic communication devices are **not permitted** in the examination room. Lock these items securely in your locker.
- Pens, pencils, highlighters, erasers, sharpeners, rulers and other stationary as advised by your teacher. Students are **not permitted** to borrow from another student during the examination.
- Pencil cases must be clear plastic (transparent). A zip lock bag may be used as a substitute.

Make-up Examinations:

- If you are absent from school on the day of an examination, the examination can only be made-up within the examination schedule period and only in the case of illness or family bereavement.