**Examination Guidelines**

1. Students in Years 11 and 12 are required to write their Student Number (not their name) on the exam paper(s), and check that they have all the required exam materials.
2. Students are not permitted to leave College examinations early.
3. Students who qualify for the Purple Card (Year 9 – 11 examinations) should contact **Mrs Bridget Kamazizwa** and advise of their intention to access their provisions.
4. Upon the commence of Reading Time students are not permitted to write or mark their examination.

**Candidate Instructions**

1. If you are absent from the examination due to an illness or injury that prevents you from attending or completing an examination, you must contact the College immediately.
	1. A Medical Certificate is required for an approved absence from an examination.
2. Candidates should aim to arrive twenty (20) minutes before the starting time.
3. The College expectations with regards to uniform and personal preparation apply when attending for examinations.
	1. A student may be excluded from the examination if they have failed to adhere to these expectations.
4. Bags and mobile phones must be placed in the locker and will not be allowed into the examination venue.
5. Students must remain silent when they enter the examination venue.
6. Ensure that all drinks are in clear plastic bottles with all labels removed.
	1. Only water is allowed in drink bottles.
7. Mobile phones, watches or any web-enabled device is not be permitted under any circumstances.
	1. Any student with a mobile phone must turn the phone off and place it in the box provided on the supervisor’s desk.
8. Students will be provided with sufficient time to check their equipment (when necessary).
	1. Calculators and notes for Mathematics examinations may require extra preparation time.
	2. Mathematics notes are not to be folded, creased or glued together
	3. A student is permitted two A4 (doubled sided) sheets as a maximum.
	4. Students must use an authorised ruler only ([as indicated here](https://senior-secondary.scsa.wa.edu.au/__data/assets/pdf_file/0005/729005/Authorised-ruler-in-the-ATAR-course-examination.pdf%20))
9. Students will be instructed to write their Student Number on the cover page. (Names will not be used)
10. Use of the toilet.
	1. Toilet visits are only permitted after the first hour.
	2. Toilet visits are not permitted during the final thirty (30) minutes.
	3. Only one toilet visit should be necessary during an examination.
	4. Toilet visits are not a right and should only be used as an emergency.
11. When Reading Time commences, no writing is permitted during this period.