



THE  
**HAMILTON**  
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES



# Examination Conduct & Guidelines



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## **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.



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- 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.



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- 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 stationery 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.

Susan Bradbeer Deputy Principal Teaching and Learning  
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