

Code of Conduct for during Exams

- 1. All students are expected to present for school assessments/examinations as a normal part of the school year.**
- 2. If there are exceptional, personal circumstances, contact must be made with the Year Head to clarify the situation and make arrangements for the student to re-sit the relevant examination.**
- 3. Absentees must provide an explanation regarding their missed exam e.g. medical certificate. No parent/guardian letter will be accepted unless followed up by a phone call to the Year Head. Students who are absent without a valid reason will be given "0" for the paper.**
- 4. School rules must be observed throughout the examination period. Please be mindful of the variety of beginning/ending times of examinations and the importance of showing consideration to all.**
- 5. Students are required to provide their own writing materials, mathematical instruments/calculator/log tables/drawing equipment etc., as well as any other required equipment. No borrowing, lending or exchange of any materials is allowed during the Exam.**
- 6. A student will be given "0" if he or she is caught cheating in the Test. They will be removed from the exam centre and a parent called. The decision to allow the student to complete other exams rests with the Year Head.**
- 7. No mobile phones or electronic gadgets that can store, transmit, receive data or information are allowed. No earphones are permitted in the exam centre.**
- 8. Students must not talk, whisper, perform hand signals or any other form of verbal or non-verbal communication during the Test. Such actions will be considered as having the intention to cheat.**
- 9. Students sitting morning exams must attend Registration punctually at 8.55am and be seated in the Examination hall at their assigned desks for the exam start.**
- 10. Students who are late will not be given extra time and may not be allowed into the exam hall.**
- 11. Students must stay in the exam centre for the duration of the exam. They will not be permitted to leave early.**

- 12. Students should go to the bathroom at break-times only. Permission to leave the exam hall will be given in exceptional circumstances only.**
- 13. Food is not permitted in the exam centre, however, students may bring a bottle of water with them.**
- 14. Finally, best of luck to one and all. Study hard, eat, sleep, exercise and relax well. This is your chance to demonstrate your commitment to yourself. Thank you.**