

## **RULES FOR EXAMINATIONS : PUPILS**

- 1) Desks must be clean and kept empty throughout the exams.
- 2) Bags/books must be closed and placed UNDER THE SEAT.
- 3) No borrowing of anything will be permitted during an exam.
- 4) Invigilators may answer questions on matters concerning visual clarity of the papers only - they may not attempt to interpret questions or even words for candidates.
- 5) During revision periods there may be no talking or any communal activity of any sort.
- 6) Learners may not be allowed out for a break other than the one scheduled.
- 7) Total silence must be maintained in the corridors at all times.
- 8) When a pupil has finished writing he must place his question paper on top of his script. He may then place his head on his arms and go to sleep, but he must in no way disturb the others or look around or take out a book to read.
- 9) Desks or bags may not be opened during an exam without the permission of the invigilator.
- 10) No pupils may be in a classroom or the hall without a teacher present.
- 11) School will close at 10:15 (Gr8 & 9) and 12:45 (Gr10 & 11) during the exams(unless stated otherwise). Learners must go home immediately after their exam and start studying for their next exam.
- 12) All learners must come to school only on those days that they write exams, unless told otherwise. All pupils must report to their appointed exam venues (base classes) for the register. Latecomers must report to the office immediately on arrival at school to prove their presence at school and to receive a latecomers' note. Latecomers will write on the floor. Learners will not be allowed any extra time if they arrive late.
- 13) Pupils doing art practical exams must come to school in uniform and may change into more casual clothes when they have seen their teacher. They must also go home in their school uniforms.
- 14) Teachers may not divulge marks to the pupils or whether they have passed or failed.
- 15) Pupils who are absent during the exams must produce a doctor's certificate when they return to school. The school, however, must still be contacted telephonically on the morning of the learner's absence before 08:00 am.
- 16) Invigilators must please collect the question papers and the scripts as well.
- 17) Tippex is not allowed - if you make a mistake, rule a neat line horizontally through the wrong answer and write the correct answer next to it.
- 18) Only BLUE or BLACK INK may be used to write exams - any other colour will not be marked.

19) Learners found guilty of dishonesty will be given 0 for that exam, their White Card will be endorsed and their parents informed.

Dishonesty includes: Having in your possession during the exam any paper, book, notes written on ANY THING (desk lid, knee, etc) which will assist you during that exam.

- Communicating or attempting to communicate in any way with other candidates.
- Looking at another candidate's answers.
- Having the same wrong answers as another candidate which proves collaboration during the exam.
- Helping another candidate in any way.
- Pre-prepared answers swapped during the exam.
- Obtaining questions beforehand.

20) Cellular phones are not allowed in any examination venue and will be confiscated if seen or heard by a teacher.