

## Term 1 Examination Rules – January 2020

1. Students must write all examinations set for their year. Examinations are a required part of core subjects (yr7-9)/ all subjects (yr10.) Students who do not write an examination may not receive a final term grade in the subject. This may affect their progress to the next year group and/or eligibility to progress.
2. It is the responsibility of all students to read and be informed of these rules.
3. Students are not to enter the exam room until directed by the supervising teachers to do so. They should enter in SILENCE and remain silent.
4. All bags, extra clothing, books, notebooks, all belongings including mobile phones etc., must be **left outside** the examining room. Students should bring into the room only the writing instruments they will need in a clear plastic bag that is provided for them.
5. NO TALKING - Once the student is in the exam room there is to be absolutely **no talking or communicating** with other students. The student should raise their hand and wait for assistance from the teacher if there is any question or problem.
6. Students must remain seated at all times.
7. Students should write in **blue or black pen only** and make sure that their name is written on all papers that are submitted for assessment. Correction fluid or tape must not be used. Students are not allowed to share any materials, for example pens and erasers, with another student in the exam room.
8. Dictionaries of any form, either paper or electronic, are not permitted in any exams. Calculators are only permitted into specified examinations as instructed by the teacher. Graphical calculators are not allowed.
9. Mobile phones or any other electronic devices including smart watches are not permitted in the exam rooms. Failure to comply will result in the student receiving a zero grade in the exam and confiscation of the device.
10. Cheating is taken very seriously at KIS. If a student is found to be cheating, the matter will be referred to the Head of Secondary and the student will receive a zero grade for the exam and further consequences may apply.
11. NO WASHROOM BREAKS - Students may not leave the exam room in any circumstance unless there is a specific medical reason, which requires a letter from a doctor. Please go to the toilet before you are planning a long journey.
12. Students must stop writing when informed that the maximum time allowed has passed. All students must remain in the exam room for the full exam period as stated on their exam. They are not permitted to leave early.
13. Students should be SILENT when entering or leaving the examination room.
14. Students must not remove any exam papers or rough paper from the exam room. Examinations remain the property of the school once submitted. They may be seen by the student but must not leave the school.