**Conduct during Examination Periods**

Students must:

* Follow the day-to-day rules of the school including the wearing of full school uniform.
* Arrive at least 25 minutes before the beginning of English and Mathematics papers, and at least 10 minutes before all other exams.
* Sit at the desk allocated.
* Make sure that the correct examination paper has been provided for the course you have entered. When asked to do so by the supervisor, you must also check your examination papers to make sure that there are no pages missing.
* You must follow the supervisors’ instructions at all times, including if there is a disruption such as a blackout.
* You must behave in a polite and courteous manner towards the supervisors and other students.

**You must NOT:**

(a) take a mobile phone or programmable watch or device into the examination room

(b) take any electronic device, including a digital media player or electronic tablet, into the examination room, unless approved by NESA

(c) speak to any person other than a supervisor during an examination

(d) behave in any way likely to disturb the work of any other student or upset the conduct of the examination

(e) attend an examination while under the influence of alcohol or illegal drugs

(f) take into the examination room, or refer to during the examination, any books or notes, the examination timetable, any paper, or any equipment other than the equipment listed in the examination timetable (g) eat in the examination room, except as approved by the NESA, eg for diabetic students

(h) take any writing booklets, whether used or not, from the examination room.

If you do not follow these rules, or if you cheat in the examinations in any way, you may be asked to leave the examination room and may be given 0 or no result for the exam.

**Exam Processes.**

Exam conditions begin the moment students enter the hall.

Reading time is for READING ONLY. During reading time, you must not write, use any equipment including highlighters, or annotate your examination paper in any way. For examinations in which dictionaries are permitted, you may consult, but not annotate, your dictionary during reading time.

**You may NOT**

* leave the examination room during the exam, except in an emergency. If you have to leave and want to return and resume the examination, you must be supervised while you are absent from the examination room.
* Leave before your exam has been collected by the supervisor

**Exam equipment.**

You may only take equipment listed below into the examination room:

• black pens (blue is also acceptable, but black is easier for markers to read)

• pencils, erasers and a sharpener (use pencils where specifically directed)

• a ruler marked in millimetres and centimetres

• highlighter pens.

You may also bring a bottle of water in a clear bottle. You can wear your watch in to your examinations, but once you sit down you will have to take it off and place it in clear view on your desk.

A NESA approved calculator (not allowed for Software Design and Development), a pair of compasses, set squares and/or parallel ruler, a protractor, and a template for curve-drawing or flowcharts may also be allowed.

No responsibility will be taken for the safe-keeping of any material.

**Attendance.**

All students are expected to be at school for the examination sessions for all of their courses. Failure to attend an examination means that a *Misadventure Form* must be filled out and submitted to the Principal for consideration.