

# Macintyre High School Examinations Rules & Procedures

## Attending your Examination

- Arrive at least 10 minutes prior to the scheduled start time of the examination
- If you miss an examination because you misread the timetable, contact the school immediately- you cannot apply for illness/misadventure on these grounds
- If you have an illness or misadventure:
  - and cannot attend an examination, contact the school immediately
  - before the examination but you can still attend, tell the presiding officer when you arrive
  - during an examination and it may have affected your performance, tell the presiding officer immediately.

## Bringing the Right Equipment

- You should bring the equipment you need and know what equipment is allowed for each examination; make sure that your equipment is in good working order, equipment failure is not grounds for a misadventure appeal
- You can bring the following items into your examinations:
  - black pens (no pens with ink that can be erased)
  - pencils (must be at least 2B), erasers and a sharpener
  - a ruler marked in millimetres and centimetres
  - highlighter pens
  - a clear bottle of water with no label
  - a NESA approved calculator
  - a non-programmable watch, which you must take off, place on your desk in clear view and not touch during the examination.
- You must not bring any of the following items into your examinations:
  - mobile phones
  - programmable watches, eg smart watches
  - electronic devices (except a calculator, if allowed)
  - stopwatches
  - paper or printed or written material (including your examination timetable)
  - dictionaries (except in language examinations, if allowed)
  - correction fluid or correction tape
  - wallet.
- You cannot borrow equipment during examinations
- Examination supervisors may inspect your equipment when you enter the room and will tell you where to place any unauthorised items.

## Following Examination Room Procedures

- Before starting each examination, you must sit at the desk that is allocated to you

- Make sure that you have the correct examination paper for the course you have entered; when the supervisor asks you to, you must also check that no pages are missing from your examination paper
- You will have a set reading time for each paper; during this time, you must not write, use any equipment, including highlighters, or mark your paper in any way
- During each examination, you must:
  - read the instructions and all questions carefully- presiding officers and supervisors cannot interpret or give instructions about examination questions
  - write your name on all writing booklets, question and answer booklets
  - write clearly with black pen (only use pencil if instructed to)
  - stop writing immediately when the supervisor tells you to
  - always follow the supervisors' instructions
  - make a serious attempt at the examination by answering a range of question types (answering only multiple-choice questions is not considered a serious attempt)
  - behave politely and courteously towards the supervisors and other students.
- During each examination, you must not:
  - start writing until the supervisor tells you to, or continue to write when the supervisor tells you to stop
  - write on anything other than writing books, answer booklets or other writing material provided by the presiding officer; you must not write on any other equipment including your body, clothing or tissues
  - leave the examination until the conclusion of the scheduled examination time
  - leave the room, except in an emergency; if you have to leave and want to come back to continue the examination, you must be supervised while you are out of the room
  - take an examination paper or any writing booklets out of the examination room
  - leave your seat without permission
  - cheat
  - include frivolous or objectionable material
  - speak to anyone other than a supervisor
  - behave in any way likely to disturb another student
  - be affected by alcohol or illegal drugs
  - eat unless approved (eg if you have diabetes).
- Supervisors can ask you to leave the examination if you do not follow these rules; you will then be reported to the Deputy Principal and face further disciplinary action and could get zero marks for the examination.