

MOOREBANK HIGH SCHOOL

EXAMINATION RULES and INSTRUCTIONS

Years 7 - 10



WARNING: FAILURE TO OBSERVE THE FOLLOWING RULES MAY RESULT IN PENALTIES SUCH AS THE CANCELLATION OF YOUR PAPER.

1. **PLEASE READ YOUR EXAM TIMETABLE CAREFULLY**
2. **FOLLOW ALL INSTRUCTIONS ON EXAM TIMETABLE.**
3. **YOU MUST BE IN SCHOOL UNIFORM FOR ALL EXAMINATIONS.**
4. **LEAVE BAGS** in an area indicated by the Supervising Teacher.
5. **THE FOLLOWING ITEMS ARE NOT TO BE BROUGHT TO YOUR EXAM DESK:**
 - **PAPER.** Writing and drawing paper will be supplied.
 - **MOBILE PHONES.** Phones are to be switched off and left in your bags. (Note: The school accepts no responsibility for the safety of mobile phones left in bags). **Note: If you are found to have your phone on and you are using it during an exam, you will be awarded a mark of zero.**
 - **FOOD OR DRINK.**
 - **PERSONAL AUDIO DEVICES** eg Ipods, walkmans, mp3's and the like must NOT be brought into the exam room.
6. **IN THE EXAM ROOM:**
 - **STUDENTS MUST REMOVE WATCHES** and place them in clear view on the examination table.
 - **REMAIN QUIET** at all times while in the exam room.
 - **NO CHEATING, or attempting to cheat, will be tolerated. Cheating and/or malpractice compromises fairness for all students.** Alleged cheating and/or malpractice will be investigated carefully and responded as per Board of Studies and School Assessment policies and penalties. This process involves a consideration of evidence and an interview with the student, his/her parent/s and the Deputy Principal. Cheating and/or malpractice will result in a mark of zero for that examination.
 - **PENCIL CASES** are to be left on the floor under your exam table. Only equipment necessary for your exam needs to be on your desk.
 - **NO BORROWING** is permitted. If you do not have what you need, you do without.
 - **SIT IN THE SEAT ALLOCATED TO YOU.** Do not change places or move furniture without permission.
 - **NO ONE MAY LEAVE** an exam once it has started. You must remain seated until dismissed by the Supervising Teacher.
 - **TEACHERS ARE NOT PERMITTED TO HELP YOU** by explaining questions or giving advice on answers.
 - **IF YOU REQUIRE ASSISTANCE** raise your hand and wait for a teacher.
7. **PLEASE READ TIMETABLE CAREFULLY.**
8. **NORMAL LESSONS RESUME AT THE CONCLUSION OF YOUR EXAMS.**