All school rules apply to students before, during and after an examination (including wearing of school uniform)

Attendance
Students should be assembled outside the exam room AT LEAST 15 MINUTES BEFORE THE STATED STARTING TIME for an examination. i.e. 8.15am and 12.45pm. It is recommended that students do not arrive at school until 30 minutes prior to the start of their scheduled examination. Students will be called into the room in Course groups. Late students will not be admitted to an exam without express permission from the Examination Supervisor or Ms Joiner. Students with unacceptable reasons for lateness will not be admitted. **Students must note that they will not be permitted to leave any examination before the scheduled finish time for your examination.** This is to encourage all students to use all of the available time to complete your examinations to the best of your ability.

Absence
Students who are absent from any exam must notify Ms Joiner via email (amanda.joiner@education.wa.edu.au) immediately and, where appropriate, provide a Medical Certificate. The Senior School Manager and the Head of Learning Area of the Course(s) will decide if the student may sit an exam at a later date. A modified exam may be used.

Food and Drink
No food is to be taken into the examination room unless a medical certificate is produced. A small quantity of water in a clear plastic bottle (labels removed) may be brought in.

Equipment
Pens, pencils etc. must be taken into the examination room in a transparent plastic bag – **No pencil cases will be allowed.** Specific details regarding the examination for each Course and the permitted equipment should be sought from the Course Teacher. At the completion of an exam, students must organise their worked papers in correct order for marking, taking care with numbering of answers, ensuring that names are on papers and that all pages are fastened together.

Students sitting for the following exams will be allowed to take 2 x A4 sheets of notes into the exam.
- Stage 2 Mathematics
- Stage 3 Mathematics; and
- Stage 3 Specialist Mathematics

**Graphics Calculators**

Graphics Calculators will be permitted for use by students sitting the exam in:
- Stage 2 Mathematics
- Stage 3 Mathematics; and
- Stage 3 Specialist Mathematics

**Behaviour**
Continually noisy or disruptive behaviour will lead to immediate removal from the examination room and disqualification. Talking, borrowing, suspected collusion and cheating may result in immediate removal from the examination room and disqualification. Under no circumstances should students take unauthorised notes or texts into the exam room - this will lead to automatic disqualification.

Study and Library usage
Students should study at home on days when they have no exam scheduled only attending school to sit scheduled exams. If a student has only one scheduled exam on a day, the Library may be available for students to study (see cover letter for library open times). **Students must engage in silent individual study whilst in the library.** Students attempting to socialise will be immediately ejected. No student is to wander around the school between examinations.

Amanda Joiner
Senior School Manager