

CRONULLA HIGH SCHOOL EXAMINATION & ASSESSMENT RULES AND PROCEDURES

A GUIDE FOR ALL STUDENTS AND TEACHERS

Examination Dates and Times:

- Each student **must** be present at the commencement time set for that examination. Students arriving late may be admitted only at the discretion of the supervisor/teacher. **No** additional time will be allowed.

Examination Equipment:

- Students **must not** take any electronic device into the exam room unless directed to do so by their teacher. This includes calculators, personal organizers, MP3's, iPods, mobile phones, smart watches etc.
- Students **must** complete their examinations in blue or black pen **ONLY**. Pencil must only be used where specifically directed.
- Students **must** take all necessary writing, drawing, erasing etc. materials into the exam room or hall.
- Students **must not** borrow any equipment during the examinations.

Examination Room and Hall Procedures:

- Students **must** follow the supervisor's/teacher's instructions at all times. Students failing to do so may have their examination cancelled.
- Students must **wear full school uniform** to all examinations.
- Each student **must** sit where directed to by the supervisor/teacher.
- Students **must not** speak to any person other than a supervisor/teacher during the examination. To speak to a supervisor/teacher, students must raise their hand.
- Students **must remain in their seat** until the completion of the exam and all papers have been collected.
- Students **must not** begin work until instructed to do so by the supervisor/teacher.
- Students **must** stop writing immediately when told to do so by the supervisor/teacher.
- Students **must not** behave in any way, which is likely to disturb the work of any other student or upset the proper conduct of the examination.
- Students must make a serious attempt at all examinations. A non serious attempt may result in an N Determination letter with no marks awarded. You will not write offensive or distasteful comments or drawings on any examination paper.

Leaving the Assessment/Examination Room and Hall :

- Students **must** remain for the full duration of the examination. **No** student may leave the examination early.
- You **must not** leave the examination room i.e. to go to the toilet, until one hour after the start of the examination. Students **must not** leave during the last 15 minutes of the examination. Students leaving the examination room **must** be accompanied by a supervisor/teacher.
- Students with special provisions are able to use toilets as per their provisions however rest breaks and toilet breaks are separate provisions. Students **can't** use toilet break as time off exam.

Illness or Misadventure

- If you believe that your performance in the examination was diminished because of circumstances beyond your control you can lodge an **Illness or Misadventure** appeal. Forms should be presented to the examination supervisor or relevant HT for non BOS examinations.
- Where a formal exam period does not start on a Monday, and a student is absent on the last day of school before the Exam Period starts, the absent student will need to submit an Illness/Misadventure form (with documented evidence) to the Head Teacher of the subject of their first exam. Failure to do so, or if the Illness/Misadventure Appeal is declined, will result in a 20% deduction of marks for the student's first exam

Students who do not comply with these rules, or who are caught cheating in any way, may be asked to leave the examination and receive no marks and be issued with an N Determination.