GENERAL INSTRUCTIONS FOR YEAR 12 HALF YEARLY EXAMINATIONS 2017

· All Year 12 classes will be suspended during the exam period weeks 9 and 10 inclusive.

· After your last exam of the day you are to go directly home or to the library to study.

· Be at school 30 mins before each exam. NB. 8.50am is the time of entry into the exam in the morning, 12.20pm for the afternoon.

· Mobile phones should be switched OFF and left in your bags (bags left in foyer) · All equipment should be in a clear plastic bag. NO pencil cases will be allowed.

· Go to the bathroom BEFORE your exam. Students will not be allowed to visit the bathroom during the first or last 30 minutes of any exam.

· There is reading time for most of your papers. You must not have anything in your hands during this time.

· For Mathematics/ Science/ HSIE and TAS subjects bring a calculator (approved models only)

· Blank/ NO responses will be seen as a non-serious attempt and will be dealt with through an N award.

· If you finish your exam early you should check/ edit your work. You will be expected to sit quietly in your seat until the exam is finished and all papers have been collected.

ILLNESS/ MISADVENTURE ON AN EXAMINATION DAY

· If you become ill or suffer an accident, you should submit an illness/misadventure appeal form (available from the exam invigilators) when entering the exam or as soon as possible.

· If you cannot attend an exam because of illness or misadventure, notify the office immediately. You should never risk harm in order to attend an examination, or attend an examination against medical advice. It is important that you attend the exams where possible even if you believe your performance in the exam will be affected.

· You must obtain documentary evidence generally on the day of the exam to support your illness/misadventure appeal. If you did not sit the examination this evidence must indicate why you were unable to attend.

· You must make two copies of your documentation. Give one copy to the Head Teacher of the course you missed and one copy to Mrs Morante-Wong (in HSIE) so that she can reschedule your exams.