



# BELRIDGE SECONDARY COLLEGE

## EXAMINATIONS RULES & PROCEDURES FOR STUDENTS

These rules and procedures are consistent with standards expected in School Curriculum and Standards Authority examinations.

- **ATTENDANCE**

The exams will commence at 8.40 am on Monday 29 May and will conclude on Thursday 8 June. Students must leave the school grounds promptly at the conclusion of each exam. **Venue:** All examinations will be held in PA2.

- **PUNCTUALITY**

Students should be assembled outside the exam room at least ten (10) minutes before the stated time for an examination. Students will be called into the room in subject groups.

**Note:** Candidates will not be admitted after the first hour. Latecomers will not have the examination time extended.

- **SCHOOL RULES & DRESS CODE**

School rules apply during the examination period. Students must wear normal school uniform. Students will **not be permitted** to sit the examination if they are not in school uniform.

- **BEHAVIOUR**

Noisy or disruptive behaviour will lead to immediate removal from the examination room and a behaviour report being sent to Mr Pisano. This could impact your good standing, and may result in disqualification. Mobile phones must be switched off and left in bags.

- **CHEATING**

Communicating with other students, borrowing, collusion or cheating will result in immediate removal from the examination room. This may result in disqualification.

- **FOOD**

Water in clear plastic bottles with labels removed is permitted but no other food or drinks are permitted in the examination room.

- **EQUIPMENT**

Students must have all the necessary equipment for each exam. Borrowing is not permitted during exams.

**Note:** Pens, pencils, etc, must be taken into the examination room in a clear plastic bag.

***Any equipment brought into the examination will be subject to inspection.***

- **TIME ALLOCATION**

Students are not permitted to leave the examination until one (1) hour after the commencement of the work period of the examination, or during the final fifteen (15) minutes of the examination. Once students leave an examination, they are to move away from the examination area.

- **ABSENTEEISM**

Students who are absent from any exam must provide a medical certificate as well as a written explanation from their parent or caregiver. Mr Pisano must be advised as soon as possible if a student cannot sit an exam. The decision to allow a student to attempt the examination at an alternative time will be made by the Vice Principal (Senior School) in consultation with the Head of Learning Area and the teacher of the subject.