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.