

These procedures were last updated on **03 September 2019**.

## EQUIPMENT CHECKLIST FOR EXAMINATIONS

- Students may only take equipment listed below into the examination room:
  - ✓ black pens (blue is also acceptable but black is easier for markers to read)
  - ✓ pencils, erasers, sharpener (use pencils where specifically directed), highlighter
  - ✓ a ruler marked in millimetres and centimetres
  - ✓ protractor and other mathematical instruments
  - ✓ approved scientific calculator (a list of approved calculators can be found on the Board's website)
- No other equipment is allowed.
- The Examination Supervisor is permitted to inspect equipment brought into the examination room.
- **Students are not permitted to borrow equipment during examinations.**
- You cannot lodge an Illness / Misadventure Appeal on the grounds that your equipment did not work correctly.

Examination Supervisors will not be responsible for the safekeeping of unauthorised material and equipment that has been confiscated during an examination.

## MOBILE PHONES AND ELECTRONIC DEVICES

- Mobile phones and electronic devices such as organisers, laptops, tablets, computers, are NOT PERMITTED in an examination room under any circumstances.
- Devices that are brought into the examination room will be stored in a box to be held with the Examination Supervisor

Examination Supervisors will not be responsible for the safekeeping of unauthorised material and equipment that has been confiscated during an examination.

## CONDUCT DURING THE EXAMINATIONS

Examination Supervisors are in charge of students:

- when assembling before an examination;
- during the examination; and
- after the examination until all students have left.

You must follow the supervisors' instructions at all times and must behave in a polite and courteous manner towards the supervisors and other students.

## CONDUCT DURING THE EXAMINATIONS (Continued)

You must not:

- take a mobile phone or programmable watch or device into the examination room;
- take an electronic device including a digital media player into the examination room, unless approved by the Board of Studies;
- speak to any person other than a supervisor during an examination;
- behave in any way likely to disturb the work of another student;
- bring any equipment other than the equipment listed in the examination timetable;
- eat in the examination room except as approved by the Examination Supervisor, e.g. for diabetic students.

## EXAMINATION ROOM PROCEDURES

Students must:

- Make sure that the correct examination paper has been provided for the course you have entered. When asked to do so by the supervisor, you must also check examination papers to make sure that there are no pages missing.
- **Stay for the duration of the examination. If you have completed the examination you must remain seated and quiet.**
- Minimise the need to leave the room by going to the bathroom prior to the start of the examination. Toilet breaks are only permitted during the period **one hour after the start** and **15 minutes before the conclusion**.

During written examinations, you must:

- Read the instructions on the examination paper carefully as well as all questions. Examination Supervisors are not permitted to interpret examination questions or instructions relating to questions.
- Write your name on all writing booklets, special answer books and answer sheets.
- Write preferably with black pen but blue pen is also acceptable. Pencil may be used only where specifically directed.
- Make sure that you write your answers in the correct answer booklets. If you write an answer in the wrong booklet, tell the supervisor, and write a note on the front and back of both booklets that an answer has been written in the wrong booklet. Do not rewrite your answers, but ensure you label and hand in all parts of your answers
- Stop writing immediately when told to do so by the supervisor.
- Arrange completed answers according to the supervisor's instructions and wait for the supervisor to collect them

You must not:

- Begin writing until instructed to do so by the Examination Supervisor.
- Remove an examination paper from the examination room until the examination is over.