

INFORMATION FOR SENIOR STUDENTS REGARDING MID-YEAR EXAMINATIONS 2018

- Students are required to attend examinations in normal school uniform.
- Students asked to be **present at the venue for the examination** at least 20 minutes before it is timetabled to start. This is to ensure that there is enough time to organise and seat everyone so the examination can start on time.
- As soon as students enter the examination room they are to remain silent, and once seated face the front. They are to follow the instructions of the staff in the examination room at all times and if they have a question they are to raise their hand.
- Students are not permitted to leave any exam early.
- All materials that a student wishes to take into an examination (pens, pencils, rulers, calculators etc) must be in a clear plastic bag.
- Mobile phones are to be switched off (not left on silent mode) and placed in a plastic bag at the front of the exam room (plastic bags are provided by the college, each plastic bag has a numbered token that is exchanged for the phone at the end of the examination).

INFORMATION FOR JUNIOR (Y7-10) STUDENTS REGARDING MID-YEAR EXAMINATIONS 2018

- Students are required to attend examinations in normal school uniform.
- Students asked to be **present at the venue for the examination** at least 10 minutes before it is timetabled to start. This is to ensure that there is enough time to organise and seat everyone so the examination can start on time.
- As soon as students enter the examination room they are to remain silent, and once seated face the front. They are to follow the instructions of the staff in the examination room at all times and if they have a question they are to raise their hand.
- Students are not allowed to leave the exam early.
- All materials that a student wishes to take into an examination (pens, pencils, rulers, calculators etc) must be in a clear plastic bag.
- Mobile phones are to be switched off (not left on silent mode) and placed in a plastic bag at the front of the exam room (plastic bags are provided by the college, each plastic bag has a numbered token that is exchanged for the phone at the end of the examination).