

EXAMINATION REGULATIONS FOR STUDENTS

- ⦿ Wear school uniform & ID tag and carry your admit card (only for Half Yearly, Annual & Pre Cambridge Examinations).
- ⦿ Reporting time for the students is 09:30 a.m. No candidate shall be seated more than 30 minutes before the start of a session.
- ⦿ You may carry to your desk: rulers, pens, pencils, eraser, geometrical instruments & calculator in the exam hall.
- ⦿ Borrowing any item or material from another candidate is prohibited in the examination hall.
- ⦿ Only transparent bags & bottled water are allowed. Non – transparent bags and boxes are not allowed.
- ⦿ School bag, books/reading materials, mobile phones & programmable calculators are not allowed at the exam venue. An invigilator has the authority to confiscate such items & take disciplinary action against the student.

⦿ ***Misconduct During the Examination***

Students found trying to adopt any unfair means, will be penalized:

- Pre-planned unfair means (hidden notes, etc.) should result in expulsion of the student from the examination.
 - Indirect unfair means, i.e. copying from another student's answer script, will result in deduction of 10 marks.
 - Talking to another candidate, bringing cell phones, leaving the room with examination materials will also result in deduction of marks or cancellation of examination scripts.
- ⦿ No candidate may leave during the first 30 minutes or the last 30 minutes of the exam.
 - ⦿ Make up tests will not be taken in case of absence from any examination.

****NB: In case of unavoidable circumstances, that day's exams will be postponed and will be conducted on the next school day. All other remaining exams will be shifted forward on to their subsequent following days.***

EXAMINATION GUIDELINES FOR STUDENTS

- ⦿ Each desk in the examination hall is numbered; please ensure that you are sitting at the correct desk by referring to the roll number.
- ⦿ Do not touch the examination question paper until the commencement of the examination. You will be given 5 minutes reading time before the examination starts.
- ⦿ Read carefully the examination instructions on the answer book and attendance form.
- ⦿ Complete the details required on the answer book (name, class, section, roll no & student Id) and one attendance form.
- ⦿ Raise your hand without making noise if you need anything during the examination; do not leave your desk.

During the Examination

- ⦿ No candidate may normally be admitted after the first 30 minutes.
- ⦿ Please stop writing in the last 5 minutes of the exam period and start to revise your answers.
- ⦿ Please ensure that you arrive on time for your examination(s) as you will not be given extra time if you are late.

⦿ ***Illness of Candidates:***

- Candidates may not normally leave the room during the first 30 minutes of an examination. Any candidate who is taken ill during this time must be kept under constant supervision for the 30 minute period, even if they do not intend, or are unable, to continue with the examination later.

After the Examination

- ⦿ Please stop writing as soon as the invigilator ends the examination and remain in your seats until you are given permission to leave.
- ⦿ Check that you have completed the front of the answer books, including the name, class, section, roll no & student id.
- ⦿ Assemble your answer booklets and any additional sheets in order.
- ⦿ Please submit your completed answer booklets and question paper to the invigilator at the end of examination.
- ⦿ No item of stationary should be removed from the examination hall.