Carlingford High School Formal Examinations – Student Guidelines

- Arrive on time for your exams. The exam will commence at the time listed so you need to arrive well before this time to allow you to be admitted and seated before the exam begins.
- Misreading your exam timetable is not an excuse for being late or missing an exam.
- Mobile phones or other electronic devices must not be taken into the examination room. They must be switched off and placed in bags.
- When in the examination room, students must remove watches and place them in clear view on the examination table.
- **Student ID cards** must be placed in clear view on the examination table for the duration of the examination.

**Equipment:**

**FOR ALL EXAMS:**
- Pens (black is recommended) including spare pens
- Pencils
- Erasers
- Ruler marked in millimetres and centimetres

**ALSO PERMITTED:**
- Pencil sharpener
- Highlighter
- Calculator (Board approved calculators only may be used)

**IMPORTANT INFORMATION:**
- No mobile phones (must be switched off and in bags)
- No student is to leave the examination room once the exam has commenced
- No toilet breaks during the examination, unless in an emergency (in emergencies students will be required to sign a register before and after going to the toilet and may be accompanied by a teacher)
- Any student found cheating or disturbing the exam room will be removed. The incident will be reported and their examination paper may be cancelled.
- Students do not need to attend classes when they have no examinations scheduled.
- **YEAR 11 STUDENTS MUST ATTEND SPORT AS USUAL DURING EXAMINATION PERIODS**

**ILLNESS/MISADVENTURE/DISABILITY PROVISIONS**
- If you have applied for and been granted disability provisions, your exams may be held in the library – this will be marked on your exam timetable.
- If you are unwell or injured on the day of an exam, but you still wish to sit the exam, approach the PRESIDING OFFICER (head supervisor) before the exam begins to explain. The Presiding Officer will decide which, if any, provisions may be granted for the day. If you feel your performance has been affected by your illness, you may complete an assessment variation to request that this be considered.
- If you are unwell and cannot attend school, you must complete an assessment variation form, attach supporting documentation such as a medical certificate, and bring it to school on the first school day not covered by the certificate. Your exam may be rescheduled once the variation has been approved.