



## STRATHFIELD GIRLS HIGH SCHOOL YEAR 7 EXAMINATION RULES 2018

### **GENERAL RULES:**

1. Students must notify the school (Ms Lyris / Ms Wong) of any absence **on the day of examination**.
2. Students who are absent must provide a medical certificate or another relevant supporting document, complete an illness/misadventure form and discuss their absence with the Principal.
3. If a student has lodged an illness/misadventure appeal that is declined by the school, the student will not receive any mark for that particular examination paper.
4. **Students must wear full school uniform for each examination.** Students will be sent home to change if they are not in uniform.

### **BEFORE ENTERING THE EXAMINATION ROOM:**

1. Examinations are scheduled during the period times specified on the Examination Timetable. Students must carefully check the **venue (SGHS Hall or SGHS classrooms)** of their examinations.
2. Classes will run as per the normal school timetable at all other times during the examination session.
3. Students must ensure that they have all the equipment required for their examinations.  
**No borrowing will be permitted.**
4. Students may only have the equipment listed below at their desk in the examination room:

- black pens
- pencils, erasers, sharpener (use pencils where specifically directed)
- a ruler marked in millimetres and centimetres
- highlighter pen

Students may need to bring certain equipment such as a **NESA approved calculator** for some examinations. No other equipment is allowed unless specified for an examination.

**NO WHITEOUT IS TO BE USED** in the examination room.

### **ON THE DAY OF THE EXAMINATION:**

1. All mobile phones (switched off) are to be left in school lockers or in bags at the back of the examination room. Supervisors will not be responsible for the safe-keeping of personal belongings, including mobile phones.

Supervisors will not be responsible for the safe-keeping of unauthorised material and equipment that has been confiscated, including mobile phones and other electronic devices.

**Students are NOT permitted to have mobile phones at their desk in an examination room.**

**If a mobile phone rings in a bag in an examination area/room, the bag will be isolated and the student will need to see the Principal to collect her bag.**

2. All equipment required must be placed in a clear plastic sleeve. Students must place purses/wallets under their desk.
3. **Entry to the examination rooms must be through the front/main entry door.**

4. The period allocated for the examination, and the examination length, are specified on the Examination Timetable. All students must report to the examination venue at the beginning of the period.
5. Students who have Disability Provisions need to report to a supervising teacher or supervisor before the cohort enters the examination venue.
6. No student is to enter the examination room until instructed by a teacher or supervisor who will check each student's equipment before entering the examination room.
7. No food or drink may be taken into the examination room. However, students may take a clear bottle of water with them into the examination room. Students are NOT permitted to chew gum during examinations.
8. **Once inside the examination venue, students are required to stop talking, stop interacting with other students and follow all supervisor instructions.**
9. Each student will be required to fill in an attendance slip at the beginning of each examination.
10. Students must not begin writing until instructed to do so by the supervisor.
11. Students must stop writing immediately when told to do so by the supervisor.
12. **All students must stay in the examination room until the end of the examination period.**
13. A Toilet Register will be used throughout the examination session. Students must sign the register before leaving the examination room to access the toilet during an examination.
14. If a student is feeling unwell during the examination, the student should notify the supervisor immediately.
15. Any behaviour that can be interpreted as **cheating or disturbing other students** will result in the **cancellation of the student's paper.**

**FAILURE TO OBSERVE ANY OF THESE RULES MAY RESULT IN A ZERO MARK FOR THE EXAMINATION**

**We wish you every success in achieving your personal best in the Mid Year Examinations.**

***"Believe in yourself and know that you have the power.  
You are ultimately the one in charge of your life and  
the only person in the world who can change it."***