



Rules for Senior Examinations at Cardiff High School

Attendance:

- Students are required to sit for all their subjects at the allocated times.
- Students who miss an exam for any reason will be required to go through the school process relating to illness/misadventure.
- Students who are late for an exam will not be given extra time.
- Tell your principal immediately if you are ill or have a misadventure.

What is an illness or misadventure:

- When you cannot attend an exam or if something may have affected your performance due to physical or mental health reasons.
- You cannot get to your exam because of unusual circumstances, for example a flood.
- If you miss an exam because you misread the timetable, contact your principal immediately. You cannot apply for illness/misadventure on these grounds.

Procedures and Conduct:

- It is the responsibility of the student to ensure they receive an exam timetable.
- Students are to check the timetable carefully and note the days and times of exams.
- It is the responsibility of the student to ensure that they attend all required exams.
- Students must be in attendance 15 minutes prior to the commencement of each exam.
- Students are not required to attend school when they do not have an exam.
- School uniform is to be worn for all written exams, including the HSC.
- Bags are to be left outside.
- Mobile phones, earphones/pods and smart watches are to be switched off and left in bags. Under no circumstances are mobile phones or their accessories to be brought into an exam venue for any reason.
- Enter in an orderly fashion and take your seat. There is to be no talking from this time onwards.
- Ensure that you know your student number. Student numbers are to be used on all examination papers.
- Sign the attendance sheet for each examination. This will be collected by the supervisor.
- Be sure to make effective use of the reading time given at the commencement of each written paper to acquaint yourself with the questions/requirements.
- Read all instructions carefully. Remember that supervisors are not permitted to interpret questions.
- Write in black pen only. Pencil should only be used for diagrams or if directed.
- A supervisor will accompany students who need to leave the exam room to go to the toilet etc. for the duration of their absence.
- Students are expected to always behave in a polite and courteous manner and must not act in any way that is likely to disturb the work of any other student or upset the conduct of the exam.
- Pencil cases must be clear (see through). A clear plastic bag can be used.
- Be sure to wear a watch to keep track of time. *Remember*, no phones or smart watches are allowed in the venue.
- Only approved calculators may be used. These will be checked at the start of each exam.

During each exam, you must not:

- behave dishonestly or be involved in any cheating or malpractice.
- take any of the items prohibited into the room.
- speak to anyone other than a supervisor.



- behave in any way likely to disturb another student or upset the running of the exam.
- eat unless approved by NESA (eg if you have diabetes)
- take any writing booklets or exam paper, whether used or not, out of the room.

Year 12 Students are not allowed to leave the exam room during the first 60 minutes or the last 30 minutes of an exam. (This does not include reading time, therefore, exams with durations of 1h 30mins or less may not leave)