



EXAMINATION AND TEST INSTRUCTIONS TO CANDIDATES

1. All work must be completed on the paper provided.
2. No paper may be brought into or taken from the examination room.
3. Write using a black pen only unless directed otherwise.
4. The only items to be taken into the examination room are pencils, pens, erasers and materials required for specialist subjects e.g. calculators, drawing equipment, etc. Calculators must be hand-held, silent and non-programmable. Calculators may be checked by the supervisor.
Equipment must be in a clear pencil case or bag.
5. All bags, folders, etc. must be left at the back of the examination room. No food or drink with the exception of bottled water, a clear pencil case or approved medical items may be on your desk.
6. Any candidate who is observed in any of the following breaches will be reported to the Deputy Principal / NESA which could result in a zero mark being awarded:
 - a) Malpractice or cheating, which includes being found in possession of unauthorised material in the examination.
 - b) Disobedience to any instruction given by a supervisor.
 - c) Causing a disturbance of any kind or upsetting the conduct of the examination.
 - d) Being under the influence of non-prescribed medication, drugs or alcohol.
 - e) Communicating with anyone other than the exam supervisor after raising your hand.
 - f) Absolutely **no mobile phones** or **electronic devices** are to be in your possession or on the desk during an exam. They are to be *switched off and left in your school bag at the back of the Hall.*
7. All candidates must arrive **15 minutes before the start of the exam**. Students should meet at the **silver seats** outside the hall where they will be directed inside for the examination.
8. Candidates will not be permitted to leave the examination room during the examination.
9. If you do not make a serious attempt in any examination, you may not receive a mark in that course and may not be eligible for a result in that subject.
10. You should phone the school before the start of an Examination if you are unable to attend. Students must submit an application for Illness/Misadventure on their **first day of return** to school. In the case of illness, accident or misadventure, a candidate may not be given the opportunity to sit for the examination or complete an alternate task at a later time.
Where a Doctor's Certificate is supplied, it must state your inability to do the examination and be presented to the Deputy Principal *immediately* upon return. (Refer to the Assessment Handbook for information regarding this process).