



COMET BAY COLLEGE

RULES FOR THE CONDUCT OF EXAMINATIONS

IMPORTANT EXAM INFORMATION

1. Students should be at the examination room at least 10 minutes before the commencement time of the examination.
2. Students who come late to the examination will not be given extra time to make up the missed time.
3. Students will not be admitted to the examination room after 30 minutes has passed from the start of the work period (*other than under exceptional circumstances and by the written permission of an Associate Principal*).
4. Students must attend the exams in school uniform, (except if the exams are during the school holidays). Students not appropriately dressed will have to change and thus miss out on some of their exam time.
5. Students must not wear caps or hats in the examination room. Veils or headwear, worn for cultural, medical or religious reasons can be worn during an exam.
6. Students should make sure that they have been to the toilet before coming to the examination room.
7. Students are not allowed to enter the examination room until requested by the Supervisor.
8. **Student bags are not permitted in the exam room.**
All mobile phones **MUST** be switched off and placed in student bags before entering the exam room.
9. Students' watches must be taken off and placed in front of them on the table.
Smartwatches must be placed in student bags before entering the exam room.
10. **What to bring to the Exams**
 - Pens, pencils, highlighters, eraser, ruler, compass, protractor and other items specified by particular subjects, eg, string for Geography.
 - Approved calculator
 - Only clear pencil cases may be left on the desk; other pencil cases should be left on the floor during exams or in your bag.
 - Students may bring water in a clear plastic bottle
11. **What NOT to bring to the Exams.**
 - Mobile Phones
 - iPods/MP3 players
 - Food (*including chewing gum*), except in special circumstances, eg, medical, and authorised by the Associate Principal before the Examination commences
 - Calculator instruction booklets
 - Blank paper
 - Map templates
 - External storage media
12. No books or notes may be taken into the examination room except in Mathematics whereby students are allowed up to 2 A4 sheets of notes. These sheets may be written on both sides, but may not have notes stuck to them. They must be left on the desk at all times.

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EXAMINATION ROOM REGULATIONS

1. When students wish to contact the Supervisor they must raise their hands and wait for the Supervisor to attend to their query.
2. Students must not move out of their seats without the permission of the Supervisor.
3. Students may NOT leave the examination room before the end of the exam.
4. No student may contact any other student to borrow equipment – even through the Supervisor. If you have forgotten to bring something you need, you will have to do without it.
5. There is to be no communication of any kind with other students during the exam.
6. From the moment that the Supervisor gives the direction to start there must be absolutely no talking.
7. If Reading Time has been allowed, no student may have their pen/pencil in their hand during that time.
8. Students should write clearly with pen (*preferably blue or black*).

BREACHES OF EXAMINATION RULES

1. Students who break any rules of the examination – *especially if the Supervisor is of the opinion that cheating may have occurred or was about to occur* – will have their examination papers confiscated immediately and may receive a mark of 0%.
 2. **Possession of unauthorised materials** may result in cancellation of whole or parts of a student's paper or papers where unauthorised materials are considered to be relevant to the subject being examined, eg unauthorised use of technology, written notes etc (*whether or not actual use is established*).
 3. **Removal of examination materials from the examination room:** unauthorised removal of examination materials will result in cancellation of parts removed.
 4. **Examination Room behaviour:** blatant disregard of the examination room regulations will result in the removal of the student from the examination room. Students will receive 0% for their examination paper.
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Michael Churchman
Associate Principal