

RULES FOR EXAMS

1. Correct school uniform is to be worn at all times. This applies to hair rules too.
2. No Food/water bottles/juice bottles on your desk in the exam venue.
3. No cell phones/smart watches/palm tops/ iPads/ iPods/ magazines/ games which the teacher on duty may deem unacceptable. This includes phones that are switched off.
4. Suitcases are to be closed and placed in the front of the class or under the chairs, loose notes and books on the teachers table.
5. Learners are to sit in silence from the moment writing paper is handed out until everything is collected at the end of the exam.
6. Papers are handed out face down, do not touch!
7. Reading time for exam scripts before starting papers: 5 min for grade 8 & 9.
8. No communicating in any way eg. Writing notes, whispering, looking at each other etc.
9. Bring all required stationery (coloured pencils, staplers, calculators, protractors etc.) as no borrowing is allowed.
10. No tippex to be used.
11. Do not continually ask the duty teacher questions.
12. Inappropriate comments or answers are not allowed and will be penalised. (even "I don't know.")
13. Only black or dark blue ink may be used.
14. Papers may not be handed in early.
15. Papers must be stapled on the top left-hand corner before handing in.
16. Nobody may leave the exam room during an exam session. Visit the toilet before the exam session begins.
17. Please make sure everything is handed in as no part of an exam paper will be accepted after the exam is finished.
18. Absenteeism: All learners are required to attend school **throughout** the examination period. **A valid medical certificate is required if a learner is absent for an exam. The school must be informed before the start of the test/exam session if a learner is to be absent.**