



EXAM PROCEDURE – STUDENTS

1. **Read** your exam **timetable** carefully and note all exams. This is **YOUR** responsibility.
2. Turn up in **plenty of time**, 20 minutes before all exams.
3. Wear academic uniform correctly (in correct uniform or detention).
4. **Phone** the College if you are going to be late or are ill. Illness will usually require a **medical certificate** to be presented when you return to college. You will still be required to complete the exam.
5. Bring all necessary **equipment** – spare pens, calculators, rulers, erasers, extra batteries etc. in a **clear container**. You will **not** be allowed to **borrow** anything during the exams. Do not bring other materials into the exam.
6. Before each exam, line up in front of the hall, in classes in alphabetical order, so that rolls can be marked. This order is also the order that you will sit in for the exam. Follow teacher directions.
7. **Dispose** of any study notes before you enter the exam room.
8. Once you enter the exam room you must remain **silent** and **not** communicate with any other student in any way. **TO DISRUPT AN EXAM IS A SERIOUS BREACH OF THE COLLEGE BEHAVIOUR CODE.**
9. During **perusal**, you may **not** write your answers, but, in some subjects, you may be able to write notes on the exam. Remember perusal means read thoroughly, **not** skim.
10. **Read** the whole paper during perusal and ask questions at that time.
11. Do **not** ask teachers how to answer questions – they cannot tell you and it wastes your valuable time.
12. At St Patrick's you **may not leave** the exam room until the set time, ie the end of the exam.
13. **No food** is to be taken into exam rooms and **water** bottles must be kept on the **floor**.
14. If you wish to speak to a supervisor, or you need to use the toilet, please raise your hand.
15. **Mobile phones, smart watches** and **other electronic devices** are strictly forbidden in the exam room at all times.
16. We are under **State** and **National** requirements for the qualifications gained by senior assessment including exams – these require the College to conduct exams under strict, secure, ethical conditions.
17. Rearranging an exam can only be done under very exceptional circumstances which **MUST** be disclosed to the Administration of the College – it is not desirable because of the reasons stated above.
18. **SCHOOL NOTICES** will be posted in the hall each day. Please check these for any important information.
19. If **cheating** occurs during the exam the student will be removed from the room immediately and paper **invalidated**.
20. If a breach is discovered after the exam the paper will be invalidated.