



Hay War Memorial High School End of Preliminary Exams Rules and Procedures 2017

Attending your exams

Arrive early and be prepared for each exam. For all exams, arrive at least 10 minutes early.

If you arrive more than an hour after an exam has started, you can enter the exam, but you will need to explain why the school should accept your responses for marking using an Illness/Misadventure Application.

If you miss an exam because you misread the timetable, contact the school immediately. You can't apply for illness/misadventure on these grounds, and you will receive zero marks for the exam.

Notify the school immediately if you are ill – you **MUST** have a Doctor's Certificate to go with your Illness /Misadventure Application, if it is to be considered. This application must be submitted by the end of Term 1, Friday, 7th April, 2017.

Equipment

You should bring the equipment you need and know what equipment is allowed for each exam. Make sure that your equipment is in good working order, because we won't uphold misadventure applications for equipment failure.

You can bring the following items into your exams:

- black pens
- pencils, erasers and a sharpener (use pencils only when instructed to)
- a ruler marked in millimetres and centimetres
- highlighter pens
- a clear bottle of water
- a non-programmable watch, which you must take off, place on your desk in clear view and not touch during the exam.
- You need to bring certain equipment (like a calculator) for some exams. If you are allowed a scientific calculator, make sure you have an approved model.
- Approved equipment may be brought into the room in a clear bag such as a plastic sleeve

Leave other items outside the exam room

You can't bring any of the following items into your exams:

- mobile phones
- programmable watches, like smart watches
- any electronic devices (except a calculator, if allowed), including communication devices, organisers, tablets, music players or electronic dictionaries
- paper or any printed or written material (including your exam timetable)
- dictionaries (except in language exams, if allowed)
- correction fluid or correction tape.

You can't borrow equipment during exams. Teachers may inspect your equipment when you enter the room, and will tell you where to place any unauthorised items. They are not responsible for these items.

The school is not responsible for equipment and bags left outside the exam room.

Following exam room procedures

Check your desk and papers carefully

Before starting each exam, you must sit at the desk that you are directed to sit at. Desks may be set up differently at each exam.

Make sure that you have the correct exam paper for the course you have entered. When the supervisor asks you to, you must also check that no pages are missing from your exam papers.

You will have set reading time for each paper. During this time, you must not write, use any equipment, including highlighters, or mark your paper in any way.