

# KATOOMBA HIGH SCHOOL

## FORMAL EXAMINATION RULES AND PROCEDURES

1. Students must sit for all of their relevant timetabled examinations.
2. Students are to arrive at least 15 minutes prior to the commencement time of each examination. Students who arrive more than one hour after the commencement time of an examination will not be permitted into the examination room.
3. All students must adhere to the school uniform policy when attending an examination.
4. All bags, including handbags, must be left at the back of the examination room. Mobile phones and electronic communication devices must be turned off and left in bags. Phones and electronic devices are not to be kept in pockets or taken to the examination table under any circumstances.  
  
All students must remove their watches and place them in clear view on their examination table. Any alarms on watches must be turned off.
5. Writing paper will be supplied. A blue or black pen must be used to write responses/answers. Pencil may be used only where directed. Students must bring all equipment, spare pens and stapler that are needed for each examination. No borrowing is permitted during an examination.
6. Students must remain quiet when entering the examination room and also whilst in the examination room. Students must behave in a manner that does not disturb or distract other students.
7. All questions and other communication must be directed to the supervisors of the examination. Students must raise their hand and wait for a supervisor to give assistance.
8. Food is not permitted except for medical reasons. If food is required this must be approved prior to the examination period. Documented medical evidence will be required. If students require water they will be permitted to bring water (in a sealed plastic bottle) into the examination room.
9. All students must make a serious attempt in completing the examination paper. Any form of cheating and talking (apart from questions to the supervisors) is unacceptable. This may result in cancellation of the examination paper.
10. Students must remain in the examination room for the entire length of each examination.
11. Any student who is ill or wishes to go to the toilet must leave the examination room with a supervising teacher.
12. Corrections are to be made by crossing out mistakes. No form of correction fluid is to be used.
13. Calculators must be non-programmable and meet with Board of Studies requirements.
14. The examination room and its furniture should be left clean and tidy.
15. Illness and Misadventure  
In the event of illness/misadventure a student must notify the Principal prior to the start of the examination. Where possible a student is encouraged to attend the examination.

If a student becomes ill before or during an examination they must advise the supervisor immediately.

An Illness and Misadventure form must be collected from the Student Adviser or Examination Supervisor and returned to the Student Adviser within 3 days of the affected examination with the appropriate documentation attached.