

School Year 2015/2016

INSTRUCTIONS FOR 6th YEAR EXAMS

1. During the examination period courses will be **suspended** for 6th years. This means that S6 pupils have to be present at school for the **duration of exams only**.
2. Students must be **punctual** for the examinations; no extra time will be given to pupils who arrive late EXCEPT those using the school buses.
3. Students must not enter the examination room with their coats, bags and kit, mobile phones, other equipment and valuables. They must be **left in the lockers**.
Warning: The school is not responsible for the theft of these objects (remember to use your locker).
4. The students must bring their **school ID cards** (exit card) and put them on the exam table.
5. Once the students are settled at their places, in **silence**, the exam papers will be distributed and placed on the table face down. Students are forbidden to turn over the exam paper and begin the exam before the starting signal has been given. When the starting signal is given, students must first of all write their name, surname, and name of the teacher on each exam sheet and on the draft sheets.
6. Students may not go to the **toilet** until the 3rd period and must be accompanied by a teacher. Each visit to the toilet will be noted. A student coming to an exam with a health problem is asked to report it to their pedagogical advisor before the exam with a medical or parental certificate
7. Information to be shown at the top of each answer sheet: **full name, class, subject and name of the teacher**. If several sheets are used, they will be **numbered** and placed inside each other to avoid any errors. During the examination, when a student requests a supplementary answer sheet, he must immediately write his name, the subject of the exam etc. on it.
8. If several students leave the exam room at the same time, they must do so in **silence** and with **respect** for those who have not yet completed the exam; they will not remain outside the room.
9. If students leave the examination room before the arrival of a pedagogical advisor at the end of the exam, a teacher clearly notes on the envelope that the student gave in his paper and indicates the finishing time on the envelope.

10. During **the last ten minutes** of an examination, no student may leave his place. It is imperative to wait until the end of the prescribed time and the beginning of the collection of answer sheets.

11. When the **end of the examination is announced**, all the pens must be put down and all papers placed face down again. Students must pick up their things and, when ordered by the counsellor, go silently to the table to hand over their answer sheets, where a teacher will slip the examinations in the corresponding envelope. The students will then leave the room by the door indicated. Failure to follow these instructions will be considered an attempt at fraud.

12. The students have to **return all the sheets** used in their exam (even the draft sheets) before leaving the examination room (no document can be considered thereafter).

13. During the exam pupils:

- Can consume only **water** from a plastic bottle
- Can only use **paper** supplied by the school
- Can only start writing at the **signal** at the beginning of the examination
- Can't communicate with other students (any request for explanation must to the supervisors).
- Are not allowed to borrow equipment from or lend equipment to other students (calculator, TippEx, ruler...)
- Can't leave the examination room before the end of the first hour.
- Have to put pens, pencils,... in a clear plastic bag
- Should write their exams in black or blue pen (not pencil), except for diagrams, graphs, pictures,...

14. In case of illness, only a **medical certificate** justifying the absence of the student will be taken into consideration. Without a medical certificate the absence will lead to the mark zero.

Any fraud or attempted fraud will involve the immediate annulment of the examination and will be punished with a zero.