

MIDDLE SCHOOL EXAMINATIONS: JANUARY 2010

Conduct of examinations

- 1) Any attempt to take unfair advantage or to enable another candidate to do so is a serious offence and strong action will be taken against the offender(s).

Report to the exam room **15 minutes** before the exam is due to start. Exams for UV and LV will be in the Sports Hall. However, a few have been moved to the Bushell Hall, check the examination timetable. Note that the start time for pm exams is **1.30pm**. Seating plans will be on notice boards in the Sports Hall Gallery or Bushell Hall entrance. Music/Art examinations take place in those departments.

Sports Hall candidates should leave their bags in the Gallery. Bushell Hall candidates in the entrance area.

- 2) Observe the strict rule of **silence** in the examination room. Raise your hand if you wish to speak to an invigilator. Point out any distractions to an invigilator.
- 3) No paper of any sort should be taken into or from the exam room. No books or brief-cases should be brought into the exam room.
- 4) **Any candidate who misses an exam must report at the earliest opportunity to take the exam and not wait until the end of the week.**
- 5) A revised lunch time-table for the examination week will be published. Pupils can only have lunch if they request it in advance
- 6) Pupils do not need to be at school when they do not have an exam. The Library will be available for **quiet** revision, should pupils arrive early for an exam (An overspill room will be made available if numbers are too great).. **IF PUPILS ARE AT SCHOOL BUT ARE NOT TAKING AN EXAM DURING THAT SESSION IT IS ESSENTIAL THAT THEY SIGN IN AT THE LIBRARY.**
- 7) If exams finish early pupils must be quiet in corridors and near teaching rooms.

Instructions for answering papers

Read the question papers carefully and write your answers clearly.

Write on both sides of the paper unless told otherwise.

Pencil cases must be transparent.

Calculator covers must be handed to an invigilator.

Pupils must not have mobile phones in their possession. They should be left in their bags and switched off.

Write your name on **each** piece of paper as you write; extra time will not be allowed for this at the end of the exam.

Arrange your pages in the correct order. Leave spaces between questions attempted.

In a translation, a blank must be left whenever a word or phrase is omitted.

At the end of the exam, **hand** your answers to the invigilator, having checked that you have collected together all your answers.

The question papers will be collected at the end of each exam.