

## Important Information for Students during Examinations

### Regulations

These regulations are based on Cambridge International Examination procedures and will be followed throughout all Pinehurst Senior College Examinations.

- You must be on time for all examinations. If you are late you will not be allowed extra time and your work may not be accepted.
- A timetable showing the venue for each examination will be published, copies will be posted on the notice board outside the staff office. It is the responsibility of all students to ensure they know the venue of their examination.
- You may only take into the examination room materials and equipment that are allowed. You cannot bring bags, non-transparent pencil cases, calculator cases/covers, electronic appliances, mobile phones into an examination room. Anyone found in possession of any unauthorised material, even if you do not intend to use it, will be automatically disqualified from the subject being taken.
- Water bottles (if needed) must be transparent and without images or text on it.
- Correction fluid/correcting pens must not be used on any examination paper.
- You must not talk, communicate in any way or disturb other candidates once you have entered the examination room.
- No equipment can be shared between candidates.
- Candidates cannot leave the examination venue until the end of the examination.

**Special Note:** Cell phones (even switched off), watches that store data and portable music players cannot be taken into an examination. If taken into an examination, students run the risk of being disqualified even if they are not used. Students are responsible for their safe storage.

### Information

- It is each student's responsibility to ensure they are aware of the dates and times of all their examinations. This includes length of all papers and any special requirements or equipment needed.
- Arrive at the exam venue at least 15 minutes before the start of each examination.
- You must write in blue or black ink, except multiple choice papers which must be completed in pencil (B or HB). Coloured pencils or inks can only be used for diagrams, maps, charts etc.
- You may use a calculator unless you are told not to do so.
- You may not use a dictionary or electronic spell checker, unless you have been informed before the examination that you may do so.

### Examination Instructions

- Listen to the invigilator and do what you are asked to do.
- Read the instructions printed on the front of the examination paper.
- If on the day of the examination you feel your work may be affected by ill health or any other reason you must tell your subject teacher or the invigilator immediately.
- You must not leave the examination venue until the invigilator tells you to do so.
- When you leave the examination venue you must leave behind all the question papers and materials provided for the examination.

Warning: If you cheat, try to use any unfair practice or break the rules in any way, you may be disqualified from ALL your subjects.

### During the examination period:

An extended study leave may be given for the week of examinations.

When no study leave has been given, students are expected to attend school as normal. Only during

**Cambridge** examinations - students are entitled to have study leave for the following conditions.

- For an afternoon exam - The morning to study
- For a morning exam - The day before to study