The upcoming examinations will be conducted in the same way as the TEE and WACE examinations. Examinations are formal events and your behaviour must reflect this. The following are points of which you should be aware throughout your examinations.

- Awareness of your personal examination timetable is critical. No extra time will be given for lateness and no allowance will be made to students who miss their examination. **Double check your timetable every night.**

- Examinations start at 9:00 am and 1:00 pm but you should aim to **be at school 15 minutes prior to this.** Three hour examinations will finish at 12.10 p.m. and 4.10 p.m. respectively. Some students may need to make alternative arrangements – i.e. buses, lifts, etc.

- You must wear **formal uniform** for all examinations. Normal hair and jewellery rules apply. Razors will be supplied for those who need a shave. Ensure that you present yourself to a high standard.

- No food or drink is allowed in examination rooms, unless an arrangement has been made for medical reasons prior to the examinations. You may bring in a clear (colourless) water bottle with **no labels** on it.

- Calculator covers are **not permitted** in the examination room. Covers must be removed from erasers. Mobile phones are not permitted in the examination room. These should be left **in your locker or given to the examination supervisor before the examination commences.**

- Bring extra calculator batteries, pens, pencils, ruler, eraser (without cover) etc. in a **clear** (colourless) plastic bag.

- Check with your teachers from each subject/course regarding specific requirements for particular examinations, e.g. type and number of calculators, maths aides, notes, etc.

- Talking during the examination or turning around to borrow material is deemed as cheating and harsh penalties will apply. Students should not continually look around the room to engage others’ eye contact.

- Students **must** enter the examination room in silence and also sit in silence while papers are being collected at the end of the examination.

- It is advisable to go to the toilet before the examination.

- **Students will not be permitted to leave examinations before the scheduled end of the examination.**

- If a student misses an examination due to illness, they must notify the Head of Senior School (95242424) at the College **before the scheduled start time for the examination** and provide a medical certificate upon their return.