

### **General rules**

- Be on time for all exams
- Follow the instructions of the invigilator
- Leave all used and unused exam materials (provided by the school) in the exam room.
- Do not bring in any unauthorised items into the exam room (no cell phones, no smart watches, no electronic devices, no subject notes, etc.)
- Leave bags, neatly lined up, outside the exam room door
- Either leave your cell phone (switched off) in your bag outside the door or place it (switched off) on the invigilators table (not permitted in Cambridge exams)
- Do not talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- You must not be involved in any unfair or dishonest practice before, during, or after the exam.
- If you have a question, raise your hand to speak to an invigilator.
- At the end of an exam, wait quietly for the invigilator to dismiss you (so as not to disturb those who have extra time).

### **Examination materials**

- Examination paper or an answer booklet will be provided in the exam room.
- Calculators are permitted unless the syllabus or the examination paper forbids it (but leave the sliding calculator cover at home).
- A simple (paper) translation dictionary may be used in papers which are not language papers.
- You are responsible for your own writing materials and mathematical drawing instruments (as well as an eraser, ruler, etc.)
- Write in dark blue or black ballpoint pen. Use pencils for diagrams, graphs, charts and for drawing a neat line through rough work.
- Tippex or highlighters are not allowed to be used on answer scripts.
- Do bring a stapler to fasten together single sheets of paper (staples are not permitted in Cambridge exams.)
- Non-transparent pencil bags and Maths instrument boxes are not allowed in the exam room.

### **Attendance at school during examinations?**

- Students come in to school for just the examinations that they will be writing, and stay at home to study if they are not writing an examination, but they must ensure that they are at school well in time before each examination
- Generally, students must be seated in the exam venue at least 10 minutes before the starting time of each paper.
- If students are at school during a session when they do not write a paper, they must sit and study in a classroom where their grade is writing a formal written examination paper.
- If no-one in their grade is writing a formal written exam paper, a classroom will be assigned in the exam timetable as a study venue for that session, and students must sit and study in the study venue if they are at school during the session.
- For external examinations, students may arrange to study at school if necessary, and they may visit Streams while waiting for an exam, as long as they order something.
- Students may not visit Streams when they should be sitting and studying, as above.

- Refer to the Notice regarding High School and Streams Cafe at [El Shaddai Christian School - high school newsletters \(escs.org.za\)](https://www.escs.org.za/newsletters)
- During examinations, the second session of the day usually ends at 12:25 or later, so students may only visit Streams if they have finished writing exams for the day and if it is after 12:25 (except for Matrics, who are allowed to visit Streams at breaktime).