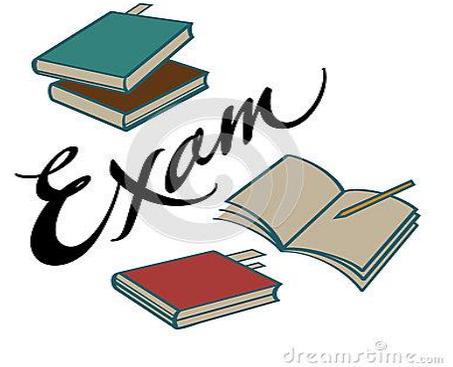


Examination Rules and Procedures

Grades 4 - 12 Girls

During the Test



Exam Rules and Procedures for students.

1. Students should be seated in the exam room by 8: 15 a.m.
2. All personal items are to remain in the student LOCKERS. This includes copybooks, textbooks, pencil bags, etc.
3. Students' bags should be kept outside the exam room.
4. Only items required for the examination, i.e. blue pens, pencils, rulers, etc are to be brought into the exam room. No green or red pens are allowed. No wipe out or erasable pens is are allowed.
5. No mobile phones are allowed.
6. Students should only start their exams when they hear the bell ring.
7. Students are required to write their name on the answer sheet.
8. Any extra sheet of paper or draft sheet requested for drafting should be signed on the top right hand side of the page by the invigilator.
9. Students are to remain in their desks and raise their hands if they have questions.
10. No borrowing of stationery is allowed.
11. Students are not allowed to use the bathroom during an exam, or to leave the exam room, except in the case of an emergency, and should be escorted by another teacher.

Duration of Exams and timings:

1. Exams will start at 8:30 sharp.

Exams timings are as follows:

1. Grade 4 – 12: Minimum is 60 minutes, and maximum is 180 min
2. Students are only allowed to leave after half the time of the exam has passed, and after the subject teacher was present to answer any related questions.
3. **Note: The duration varies from grade to grade.**

Late Arrival

1. Students who arrive late for the exams should get a permission slip from the HOD.
2. Students are not allowed to leave before the subject teacher visits the classroom to answer any possible questions.
3. Students must remain in the exam room for a minimum of half of the duration of the exams.

After Test Administration

When the exam time is up.

For students

1. Students are required to revise their sheets, and then submit them to the Invigilator on duty.
2. Students are required to sign the attendance sheets before leaving the exam room.
3. Once an answer sheet has been submitted to the invigilator, it will not be returned, even if the student forgot to answer a particular question or section of the exam.