



EDUGATES International School



Under the Supervision of Ministry of Education

License No. 229/S Authorized Curriculum: American

Accredited by NCA CASI, NWAC and SACS CASI, accreditation divisions of Cognia.

“EDUGATES ...doorway to knowledge and life ...opening the gates of wisdom.”

Examination Rules and Procedures

Grades 3 - 12



During

Exam Rules and Procedures for students.

1. Students should be seated in the exam room by 7:50 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. Students are not allowed to write their answers with a pencil, green or red pen on their exam answer sheets. Only a blue pen is allowed. No wipe out or erasable pens are allowed.
5. Mobile phones and smart watches are NOT 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. Students should follow the exam instructions accordingly. If one answer is required to be circled and a student circles two answers, then both answers will be discarded.
9. If a student does not know a particular answer, she has to write “I don't know.” It's not allowed to leave any blank or questions unanswered.
10. 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.
11. Students are to remain at their desks and raise their hands if they have questions.
12. Borrowing of stationery is NOT allowed, this includes calculators.
13. 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.
14. Students are required to complete the exam within the prescribed time.

Examination Rules and Procedures (Continued)

Duration of Exams and timings:

1. Exams will start at 8:00 sharp.

Exams timings are as follows:

1. **Grade 3 - 12: Minimum is 60 minutes, and maximum is 180 min**
2. **Students are only allowed to leave after Three-Quarter of 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 three quarter of the duration of the exams.**

After Test Administration

When the exam time is up.

1. **Students are required to write their exam within the time allocated for the exam.**
2. **Students are required to revise their sheets, and then submit them to the Invigilator on duty.**
3. **Students are required to sign the attendance sheets before leaving the exam room.**
4. **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.**

