



OUR REF : .....

TRN : 100259955100003

## **BOARD EXAMINATION RULES AND REGULATIONS**

### **YEARS 11 AND 13**

1) Students must strictly observe the reporting times. Please note that the time mentioned on the TIME SHEET is the actual start of the exam and therefore **ALL CANDIDATES MUST REPORT A MINIMUM OF HALF AN HOUR BEFORE THE START TIME.**

2) **NO WRIST WATCHES ALLOWED AT ALL!!!** (This includes both smart watches and regular digital / analogue wrist watches as well as smart glasses). **NO ELECTRONIC DEVICES OF ANY SORT.** (Except a calculator) Any Bluetooth device found with a student during an exam will be considered as malpractice and will lead to disqualification.

3) Calculators **MUST NOT HAVE COVERS.**

4) Only **BLACK BALL POINT PENS** must be used.

5) Students must ensure that they have ample supply of their own stationery to include Black ballpoint pens, pencils (only for drawing), erasers, geometry equipment to include 30 cm rulers, protractors, compass, calculators (without covers), tracing paper (for Maths).

- 6) You must not write inappropriate, obscene or offensive material.
- 7) Cancellations of rough work or wrong answers must be made by cutting across them neatly with a **single line**.
- 8) The following are **STRICTLY PROHIBITED**: Correcting pens, correcting fluid or tape, erasable pens or blotting paper, highlighters or gel pens.
- 9) Students must not borrow or communicate in any way with, ask for help from or give help to another candidate while in the examination hall.
- 10) Students should raise their hands to attract an invigilator's attention if there is an issue.
- 11) If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.
- 12) Only clear transparent plastic pouches or packets for stationery.
- 13) **STUDENTS MUST CARRY THEIR STATEMENT OF ENTRY FOR EVERY SINGLE EXAMINATION**. This will be checked before the start of each examination.
- 14) Water bottles must be transparent without any labels on it. Please remove the brand label if you are using commercial water bottles.

- 15) **FLASKS ARE NOT ALLOWED.**
- 16) Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not open the question paper until you are instructed that the exam has begun.**
- 17) Please note that any form of malpractice during the exams will lead to disqualification.
- 18) You must not ask for, and will not be given, any explanation of the questions.
- 19) Students must be in proper school uniform. If you wish to wear a pullover / jacket inside the examination hall, please note that only the SCHOOL HOODIE or THE SCHOOL BRANDED VARSITY JACKET will be allowed. However, during an exam, hoodies must not cover the ears or head.
- 20) Do not leave the exam room until told to do so by the invigilator. Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

