



OUR REF : .....

TRN 10415399800003

## **ONLINE FINAL EXAMINATION- MAY 2026**

### **RULES AND REGULATIONS YEARS 1-10 and 12**

**(To be read in conjunction with the school's document on ACADEMIC INTEGRITY)**

- 1) ALL CANDIDATES MUST REPORT ONLINE IN FULL AND COMPLETE SCHOOL UNIFORM (NO SPORTS UNIFORMS) AT 7:30 AM SHARP. No extra time for later comers.**
- 2) Please ensure that you have joined the special Google Classroom for Final Examinations.
- 3) Laptops must be in full and proper working condition, webcams must be fully working, and Internet connection **MUST** be stable.
- 4) The webcam **MUST** be SWITCHED ON throughout the duration of the exam and during the answer script submission phase as well. **WEBCAMS MUST BE PLACED IN SUCH A WAY THAT THE STUDENT'S FACE AND WRITING SPACE ARE VISIBLE DURING THE ENTIRE DURATION OF THE EXAMINATION.** Examination invigilators will let students know when it is OK to switch off. **Similarly, a second device must be placed at the side on a stand which shows us the entire workspace and surrounding area and the full view of the candidate answering the exam.**

This set-up **MUST** be completed in order for the examination to be permitted. The paper will not be sent until a check of these requirements has been conducted by the invigilator

- 5) A Cam scanner **MUST** be used to scan the examination script and **scanned and uploaded as ONE SINGLE PDF document. Scanned documents must not be dark or correction won't be possible. ALL PAGES MUST BE SCANNED IN THE FINAL PDF DOCUMENT BEING UPLOADED TO THE EXAMINATION GC. THE ORIENTATION OF ALL PAGES MUST BE PORTRAIT.**
- 6) **NO WRIST WATCHES ALLOWED AT ALL !!!** (This includes both smart watches and regular digital / analogue wrist watches as well). **NO ELECTRONIC DEVICES OF ANY SORT** except the laptop with webcam and second device you are using as part of the exam. Calculators are allowed only for exams that require them. Any Bluetooth device found with a student during an exam will be considered as malpractice and will lead to disqualification.
- 7) Calculators **MUST NOT HAVE COVERS.**
- 8) Only **BLACK BALL POINT PENS** must be used. Please ensure that you have **AMPLE** supply. For Years 1 to 4, only pencils must be used when answering examination papers.
- 9) 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 30cm rulers, calculators (without covers).
- 10) Cancellations of rough work or wrong answers must be made by cutting across them neatly with a **single line.**
- 11) The following are **STRICTLY PROHIBITED**: Correcting pens, correcting fluid or tape, erasable pens or blotting paper, highlighters or gel pens.
- 12) Students must not communicate in any way with, ask for help from any other person in their homes, neither **MUST** they use or consult any other device/ books/ notes/ academic material nor use **ANY FORM OF AI** while answering examinations.

- 13) Students should raise their hands to attract an invigilator's attention.
- 14) Water bottles must be transparent without any labels on it. Please remove the brand label if you are using commercial water bottles.
- 15) Please note that any form of malpractice during the exams will lead to disqualification and a ZERO in that exam.

PLEASE NOTE THAT WE WILL BE COMPARING EACH STUDENTS' FINAL EXAM OUTCOMES WITH HIS/HER ATTAINMENT TRENDS OVER THE LAST THREE YEARS. Any significant deviations will be treated with the utmost seriousness.

- 16) Students must be in proper school uniform. If you wish to wear a pullover/ jacket , please note that only the SCHOOL HOODIE or THE SCHOOL BRANDED VARSITY JACKET is allowed. However, during an exam, hoodies must not cover the ears or head.
- 17) Students must not write any inappropriate, obscene or offensive material on the paper.
- 18) **ANY MALPRACTICE OF ANY KIND WILL LEAD TO DISQUALIFICATION.**
- 19) **NO MESSAGES ABOUT OR CONCERNING FINAL EXAMINATIONS, either with regard to ANSWER DISCUSSIONS/ CONTENT,** are to be posted in any student or parent private WhatsApp groups as this information could later be used by others against a particular student or group of students or even a parent.
- 20) Any absence, even for one day, will require a **MEDICAL CERTIFICATE** to reschedule the examination. The school will require flexibility with regard to rescheduling missed examinations.

