



Exam Rules and Regulations for Students

1. Students are to arrive on time, in the school uniform and prepared with resources.
2. Students are not permitted to enter the exam hall if they are more than 15 minutes late.
3. Students who are absent will be allowed to take a make-up exam if their absence is justifiable.
4. Students must not communicate in any way with any person other than an examiner or an invigilator during an examination. Any other communication will be deemed as a breach of examination rules.
5. Students are not allowed to go to the bathroom unless it is an emergency, confirmed by the exam coordinator. In case of an emergency, students must be accompanied to the toilet by a member of staff.
6. Students are not permitted to leave the exam hall/classroom until the exam time is over or during the last thirty minutes (except in case of an emergency, with permission of the invigilator in charge of the examination).
7. Students with disabilities or medical conditions who request for special examination arrangements will be notified of the outcome, after a discussion with the administration or the examinations officers has taken place.
8. Student absences should be reported day by day to the administration and the examination officers.
9. Make-up exams for students absent with justification will take place on the next available day and this will be managed by the administration.
10. Invigilators are not allowed to assist any students. If a student has a question, invigilators should listen to the student but not help academically.
11. Unauthorized materials should be kept outside the exam hall or with the examination officer.
Students must not take into the exam hall/classroom any:
 - Books
 - Writing paper
 - Notes
 - Manuscripts
 - Electronic media (including electronic dictionaries)
 - iPads or Smartwatch
 - Mobile phones
 - Any form of stored or recorded information
12. Silence must be maintained throughout the examination period.