

TO: Grade 11 (IB Diploma / IB courses / CP) & grade 12 students (CP courses only)
(students who are taking Mock exams will receive separate instructions)
FROM: Ms. Pateras

RE: **2nd term Examinations: Monday, February 26th – Friday, March 9th, 2018**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

Grades 11 - 12

8:30	Students enter the building and proceed to the assigned rooms
8:45	Exams begin.
10:15	Earliest time that a student may leave the exam room.
10:45	Exams finish.

1. The 2nd term examination schedule is on the school's website. Look over the schedule very carefully to find the day and location of your exam.
2. Make sure you come to each exam **on time** and fully prepared. Write neatly and clearly. Do **NOT** scribble or draw on your paper. If you do, marks will be taken off.
3. If you are found to be **CHEATING** (using books, notes, talking to another student, looking at another student's paper, etc.), the penalty will be an automatic zero on the exam which will be weighed on your year grade. Further consequences may follow.
4. Mobile phones should be switched off and put away.
5. **VERY IMPORTANT:** During the exam period, you must come in uniform. Students who fail to do so **could be sent home, missing their scheduled exam!**

GOOD LUCK TO EVERYONE!