



## GUIDELINES FOR NOVEMBER 2021 EXAMS

TO: Grade 11 and 12 (IB Diploma / IB courses / CP)  
FROM: Ms. Lea Pateras

**Examinations:** Monday, November 15<sup>th</sup> - Wednesday, November 24<sup>th</sup>

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8:27	Students proceed to the assigned rooms (second bell) and wait to be admitted individually
8:45	Exams begin.
10:15	Earliest time that a student may leave the exam room.
10:45	Exams finish (additional time for students who have approval is already arranged and does not need to be requested-you will be moved to the extra time room at the end of standard time)

### PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY

1. **Look over the schedule** that has been sent to you, and which is on the ISA portal of the school's website, to find the day and location of your exam. The schedule will also be posted on the 2<sup>nd</sup> floor. **Make sure you read it and highlight the day and times of your subjects and your grade level so that you attend exams on correct days.** This is clear on the schedule and ought to be clear to you as well.
2. Make sure you come to school **on time**.
3. During the exam period, **you should wear school uniform**.
4. Upon entering the exam room, leave your bags and any materials that you will not need for your exam at the front of the room. **Make note of the following:**
  - **Pencil cases are not allowed to be on your desk**, they must be left in your bag.
  - **Mobile phones are not allowed. They should be switched off and left either in your bag or on the teacher's desk upon entering the room.** If a student is found to be in possession of a mobile phone (e.g in pocket or on lap), this will be considered a breach of regulations relevant to academic honesty/integrity.
  - **Smart watches are not allowed.** They should be left in your bag or placed on the teacher's desk.



- **The only materials you need are** pens, pencils, rulers, erasers, calculator (where applicable). Please use blue or black pen. Pencils are only allowed for graphs or diagrams or multiple choice science answers. Corrective fluid (White-out) is not allowed on exams. You may have water with you in a clear container that is on the floor next to you, not on the desk.
  - **You may not share materials with other exam-takers.**
5. You will be assigned a seat and you may not choose a seat.
  6. If your native language is not English, you may use a basic translation **dictionary** from your native language to English and vice versa for exams in Groups 3,4,5, (not for languages basically) only if I have seen and approved it before the exam. Electronic dictionaries cannot be used on exams.
  7. Write neatly and clearly. Do not scribble or draw on your paper. Draw a line through work that you do not want to be marked.
  8. While taking an exam, please be mindful of **Academic Honesty / Integrity practices**. Do not talk to any other student, regardless of whether you are talking about something irrelevant to the exam. In the unfortunate event of a breach of **Academic Honesty** (using unauthorized materials, such as books or notes, mobile phone, talking to another student, looking at another student's paper, allowing another student to copy from you etc.), the consequence will be an automatic zero on the exam, which will contribute to your Term and Year grade. Further consequences may follow.
  9. You may not leave an exam earlier than 1 hour and 30 minutes.
  10. Students should not ask to leave the room during an exam, unless if there is a genuine medical emergency. Visit the toilet in advance so that you do not put yourself in a position of asking to go and not being able to leave the room.
  11. After you leave the exam, please be quiet in the hallways. If you are waiting for a bus or someone to pick you up, then you may go to your assigned area. You should not go the courts, nor talk in the hallways while DP/CP exams & MYP classes are going on.

**GOOD LUCK TO EVERYONE!**