

# State Examinations

## School Rules and Procedures

During the sitting of the state examinations in the school, all normal school rules apply. See below additional rules and procedures which will apply to **ALL** students during this time. These rules are in place in order to ensure students sit their exams in a safe and orderly environment in which they can achieve their full potential.

- **Students are advised to restrict their movements outside of school for 10 days before and until after their last exam.** This is to reduce the chance of students and members of their pod being classed as close contacts during exams
- **All students must enter the school via the main door where they will be temperature tested.** You will then be directed to go directly to your centre.
- **Students are advised to remain in their exam for its full duration.** This is to reduce the risk of pods mingling while waiting for collection.
- **If students wish to leave prior to 5.45pm on any day they must have a note signed by a parent/guardian.** This in turn **must be counter signed** by Ms. O'Donnell/ Mr. Stack before leaving the school building. This applies to students sitting any exam which finish prior to 5.45. Students without a note who wish to leave before 5.45pm must be signed out by a parent/guardian.
  - Students are advised to bring study material while waiting for collection. A supervised study area will be provided.
  - Students who live in the town must also provide a note.
- **Students must be collected from the set down area.** They will not be allowed down town to meet a parent/guardian.
- **Students driving a car must email Mr. Stack and Ms. O'Donnell prior to the exams. These students must also present a note** if they wish to leave early. They cannot give other students a lift home.
- **All rules in relation to wearing the school uniform applies.** All students must wear the uniform as normal. This includes rules in relation to hairstyles, make up and jewellery.
- **Under no circumstances will students be allowed down town at any time between or after exams.** All students should bring a packed lunch. Designated times for lunch will be given between exams and students must stay with the students in their centre /pod for the duration of lunch. No mixing with other pods will be permitted. The rest of the time will be used for study.
- **Phones must be placed in the box outside your exam centre prior to your exam.** Failure to do so may result in your exam being terminated by the exam superintendent.

### **Sanctions:**

**Minor:** Lunch time detention for the duration of the exams

**Major/Recurring:** Removal from exam centre. Students will be required to sit their exams in a different school..