

# PROCEDURES FOR INTERNAL EXAMINATIONS

## INSTRUCTIONS TO PUPILS (FORMS 1 – 4)

1. Pupils should arrive punctually by 8.50 am at their examination venue. Correct school uniform should be worn.
2. All pupils should be seated in the examination room by 9.00 am at the latest.
3. If revision is permitted before an examination, any files, books etc should be organised and on the desk by 9.00 am. At the end of the revision session, these books etc should be placed quietly beneath the seat.
4. Bags must be left at the front or back of the room, as directed by the invigilator. Girls will not have access to bags during the examination session.
5. Mobile phones, if brought to the examination room, must be switched off and left in school bags.
6. If a pupil requires attention from an invigilator during an examination, she should raise her hand and wait in silence for the invigilator to attend to her needs.
7. Pupils should ensure they bring all appropriate writing materials and other equipment to the examination, eg pens, pencils, coloured pencils, calculators, rulers, rubbers. There is no guarantee that they will be able to borrow such equipment if it is forgotten.
8. Correction fluids, such as Tipex, are not permitted in an examination. If a mistake is made, simply put a neat line through it and continue.
9. Water is the only drink permitted in an examination venue.
10. **Form 4 ONLY:** Consideration must be given to others at all times if pupils are asked to leave the examination hall while other exams are continuing. Pupils should collect their belongings and exit in silence, moving away from the examination venue before talking.