



PARK HIGH SCHOOL

Exam Protocols

- 1) The morning examinations will start at 8:30am and afternoon exams at 1:15pm. Students must be ready to line up in the Main Hall 15 minutes before an exam. They will line up using their exam candidate numbers.
- 2) All bags/coats must be left in the correct storage facility before lining up in the Main Hall.
- 3) Candidates must write in black ink.
- 4) At the beginning of each exam they will need to fill in all the details on the front of the paper with their legal names copied as per their laminate card (not their preferred name).
- 5) Calculator lids and glasses cases are not allowed to be on/near the candidate (for example, they are no longer allowed to be left under their desk).
- 6) Maths sets/tins are not permitted into the examination rooms, the contents of the set must be emptied and the maths set/tin left at home.
- 7) We will not issue any stationary to students. They must come prepared with calculators, maths equipment and extra pens etc.
- 8) Blazer pockets and trouser pockets must be checked and everything must be removed before entering the examination rooms.
- 9) Water bottles must be transparent and should not have any labels on.
- 10) Pencil cases must be transparent and not the coloured plastic. Glue sticks should not be brought into the examination room.
- 11) Watches (smart, digital and analogue) are not allowed into the examination rooms. If they are found to have a watch on them, they will be disqualified and be awarded zero for their exam.
- 12) Students will not be allowed to go to the toilet in the first hour or the last fifteen minutes of each examination and are advised to go before lining up in the Main Hall.

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