

## Examination Procedure for Students

- Please **arrive** at least **15 minutes before the start** of the exam
- Be sure you have had a visit to the bathroom prior to going into the exam room (bathroom breaks will not be permitted during the exam)

<b>1</b>	<b>Receive Instructions</b>	<p style="text-align: center;"><b>(10 minutes before exam - students enter the room)</b></p> <input type="checkbox"/> Be guided to the correct seat <input type="checkbox"/> Switch your phone off <input type="checkbox"/> Take any hat off <input type="checkbox"/> Place all bags, phones, and electronic devices away from desks <input type="checkbox"/> NO food or drinks - except a water bottle <input type="checkbox"/> NO talking <input type="checkbox"/> Raise your hand if you have questions or need an extra booklet <input type="checkbox"/> <b>DO NOT leave the room in the first hour or last 15 minutes</b> <input type="checkbox"/> Place your ID card on the desk <input type="checkbox"/> Fill in the yellow attendance slip
<b>2</b>	<b>Reading Time</b>	<input type="checkbox"/> Listen for: <b>"You may begin reading"</b> <input type="checkbox"/> <b>DO NOT</b> write anything during reading time unless directed to
<b>3</b>	<b>Do the Exam</b>	<input type="checkbox"/> Listen for: <b>"You may begin writing"</b> <input type="checkbox"/> Keep track of the displayed clock times as the exam progresses <input type="checkbox"/> <b>No leaving the room in first hour or last 15 minutes</b>
<b>4</b>	<b>End the Exam</b>	<input type="checkbox"/> Listen for: <b>"You have only 15 minutes left"</b> <input type="checkbox"/> Listen for: <b>"Stop writing"</b> <input type="checkbox"/> Check you have your name on the answer booklet/s
<b>5</b>	<b>Hand in the Exam Materials</b>	<input type="checkbox"/> Hand in your exam paper and answer booklet/s <input type="checkbox"/> Collect your belongings and exit the room