

STUDENT CONDUCT DURING EXAMINATION SESSIONS

- 1.1. Students are advised to check carefully beforehand the published time-table for the correct date, time and venue of all their examinations.
- 1.2. Students are reminded that they are to be seated in the examination room allocated at least 10 minutes before the commencement of the examination. Students are reminded that five minutes 'Reading and Noting Time' are added to the duration of the examination. Students are allowed to start writing on the examination script during the reading and noting time.
- 1.3. Students should place their Junior College Student ID Card on the desk assigned to them for the examination. No student will be allowed to sit for the Examination without the aforementioned card.
- 1.4. Students will not be allowed into the examination room after the first 30 minutes from commencement of the examination.
- 1.5. No student will be allowed to leave the examination room, whether temporarily or permanently during the first 30 minutes of the examination or during the last 10 minutes of the examination.
- 1.6. Students may be allowed to leave the examination room temporarily after the first 30 minutes from commencement of the examination and before the last ten (10) minutes of the examination provided he/she is duly supervised and that the time spent outside the examination room is logged.
- 1.7. Students shall not directly or indirectly give assistance, or seek to accept assistance from any other student.
- 1.8. Writing on the hands or anywhere else on the person or clothing (whether written before or during the examination time) is strictly not allowed.
- 1.9. Before commencement of examinations unauthorized items such as mobile phones, tablets, programmable calculators and smart watches should be turned off and kept in students' personal bags. Mobile phones are NOT allowed in students' pockets. Students caught carrying such items, even if switched off, on their person will not be given a mark for the examination.
- 1.10. Students are NOT allowed to bring into the examination room any written or printed material, blank paper, electronic devices for mathematical calculations or electronic data processor unless expressly permitted by the examiner/invigator. During examinations, pencil cases should be kept under the desk. The Junior College takes a very serious view of any cheating or attempts at cheating during examinations. Disciplinary proceedings are undertaken in all cases reported.
- 1.11. Each student will be provided with one or more examination booklets, which must be filled in accordance with the directions printed on the cover of the booklet. NO part of the examination booklet should be torn off. NO examination booklet or part thereof may be taken outside the examination room. Students should write their Index Number on all examination booklets during the Examinations. Students should not indicate their name on the examination paper or booklet.
- 1.12. Should a student be absent for the EOY Session for a reason considered by the Junior College to be valid and beyond his/her control, the student may be allowed to sit for all the EOY

Examinations as a first sit in the Second Session or to sit the missed examination/s under first sit conditions in Second Session.

- 1.13. Students who absent themselves from any examination are required to inform the Student Services Office (SSO) on telephone number 25907150 by not later than ONE (1) HOUR after the commencement of the examination. In the case of absence due to illness, representatives for candidates should present a written letter by a Medical Practitioner addressed to the SSO, specifically stating for which subject/s and the reason why the candidate could not sit for that examination/s. This letter should reach the SSO (Room B105) at the Junior College within 24 hours. Blue medical certificates issued by the Department of Social Services for the purpose of exempting students from sitting for the EOY Examinations will **NOT** be accepted.