



## EXAMINATION PROCEDURES FOR LEARNERS

1. Learners must be in full school uniform and be at school 07:30 and be seated before 07:45.
2. Learners need not come to school if they are not writing.
3. Only those exempted from Bible may be exempt for that day.
4. Learners arriving late will not be allowed extra time unless specifically authorized by the principal, and will be detained after school.
5. **No DT during the exams. Learners to stay behind for an hour after school in case of any irregularities, discipline, incorrect uniform etc.**
6. Sit where your name is.
7. When you bring study materials **or any electronic equipment (including cell phones, smart watches etc.)** into the exam room, place these in the front of the room before exam papers are circulated. This includes pencil cases. Make sure you have the required writing materials **AND CALCULATORS** before you start the exam.
8. Any form of cheating will be severely punished. Do not take any information into the classroom that is not allowed. If in doubt, ask your teacher/examiner.
9. Obey the instructions of the examiner at all times.
10. Read the exam instructions and questions slowly and clearly to determine what is required of you.
11. When moving to or from your exam venues, please do not cause a disturbance, as other learners are still busy writing. For the same reason, please move away from exam venues once you have written.
12. All learners must be settled in the classrooms at **07:45**.

1hr exam	09:00 – 10:00
1.5hr exam	08:30 – 10:00
2hr exam	08:00 – 10:00
2.5hr exam	08:00 – 10:30
3hr exam	08:00 – 11:00

Learners must remain in the exam venue for the duration of the exam.