1. Students may take ONLY pens, pencils, erasers and other special requirements for an exam into the exam room. Approved materials and equipment which may be taken into the examination room for a particular subject will be explained in subject classes prior to the examinations. This will involve items such as calculators, dictionaries and formulae sheets.

2. NO ELECTRONIC DEVICES (incl. mobile phone, Mp3 players, netbooks etc) ARE TO BE BROUGHT INTO THE EXAM ROOM. Novels, newspapers ARE NOT to be brought into the exam room.

3. Ensure that you are punctual to all your examinations, and dressed in correct winter College uniform.

4. Study your timetable, as it is your responsibility to know the dates and times of your examinations.

5. Years 9-11 should be lined up subject or homeroom groups at least 10 minutes prior to the exam start time, Years 7-8 will be escorted to their exam room at the appropriate time.

6. Students will not be admitted into the examination room 15 minutes after the start of the examination without the permission of the Head of Campus or a Year Level Coordinator.

7. Unless illness or other difficulty arises, no-one is permitted to leave the examination room prior to the scheduled finishing time for the examination.

8. Absence - if you are unable to present for an exam, you should have a parent contact the Office before 8:30am on the day involved.

9. Complete silence must be maintained at all times, from the time of entry to the time of leaving the examination room.

10. No communication of any kind with other students is permitted at any time within the examination room.

11. You must not pick up a pen until instructed to do so.

12. All writing must cease when the signal to finish writing is given.

13. If help is required during the examination, obtain the attention of the supervisor by raising your hand.

14. You may ask the supervisor questions about the setting out and the wording of the examination paper, but you are not permitted to ask questions about how the questions are to be answered or about the meaning of specific words.

15. Water bottles - water is the only drink able to be taken into the exam room. Water bottles must be of clear plastic, without attached labels and have a secure lid. They cannot be refilled during the exam and cannot be shared between students.