

**GEORGES RIVER COLLEGE – OATLEY SENIOR CAMPUS
TRIAL HSC EXAMINATION RULES**

1. **FULL SCHOOL UNIFORM MUST BE WORN TO ALL EXAMINATIONS.**
2. Assemble on the Level near the exam space being used for the exam at least **ten minutes** before the starting time for each examination.
3. You will need to have your **SWIPE CARD** on the table for identification purposes.
4. Have all the equipment you will need for the examination removed from your bags.
5. Only the essential equipment you will need for the examination will be allowed to be taken to your desk (no pencil cases or electronic equipment not approved by the Board of Studies). All other equipment and bags must be left in the area indicated by the supervisor. **Mobile Phones need to be turned off and left in bags or in a box at the front of the room.**
6. **As in the HSC, no student will be admitted after the first hour nor will be permitted to leave in the first hour or in the last 15 minutes of an examination.**
7. No food or drink (except water) is to be taken to your examination desk.
8. You must enter the examination room quietly. There is to be no talking from the first time the first paper has been given out until the last paper has been collected and you have been instructed to leave the room. **Any talking** after the commencement of the examination could result in cancellation of all or part of your exam paper.
9. **Cheating in an examination is a very serious offence.** Students suspected of seeking to obtain information from any source not approved for that paper may have their paper cancelled.
10. If you have a problem during an examination or you have completed your paper and wish to leave, raise your hand to attract the attention of a supervisor. **DO NOT** leave your seat.
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11. Teachers supervising an examination are not permitted to give assistance of any kind, except to clarify a misprint in the paper. Interpretation of questions will not be offered.
12. Each student is responsible for ensuring that all of their answers are appropriately bundled with their name on each sheet and handed in at the end of the session.
13. Prepare yourself for each examination the night before. Check you have all the necessary equipment you will need (pens, pencil, ruler, compass, protractor, calculator, paper etc). **Check the starting time for each examination. Take your examinations seriously – they are important!**
14. **ABSENCE.** If you are absent on the day of an examination a parent or guardian **MUST** phone the school to explain your absence. As soon as you are able to, you must report to the Head Teacher Administration, Ms Gemisi, and fill in a DEFER AN EXAM form with evidence attached e.g. Medical Certificate. She will organise an alternative exam time for you. Failure to follow this procedure may result in you being given **ZERO** for the examination.