

Examination instructions for S5 and S6 pupils

I. Before the examination

- 1.1. Pupils must arrive at the examination venue at least 15 minutes before the start of the examination.
- 1.2. No personal items may be brought into the examination room.
- 1.3. Mobile phones, smart watches, personal calculators, laptops, tablet computers, and any other electronic devices must be turned off and stored outside the room. They cannot be kept on the pupil's person.
- 1.4. Pupils must sit individually. No pupil may share a desk with another pupil.

II. During the examination

- 2.1. Pupils may use only the paper handed out by the teacher who is invigilating the examination. Other paper or notebooks are not permitted.
- 2.2. If support material is found at or near the desk, it will be treated as an attempt to cheat and the relevant procedures for cheating will be followed.
- 2.3. Pupils must use their own pens. The examination must be written using a black or blue ballpoint pen. Pupils may not use a gel pen, roller pen, pencil or other writing instruments that can be erased using an eraser. Pupils may use a pencil for diagrams.
- 2.4. Pupils may not use corrector fluid or Tippex.
- 2.5. During the examination, pupils may not talk or leave the examination room.
- 2.6. Pupils may not go to the toilet unaccompanied. If a pupil needs to use the toilet during the examination, he/she shall wait until the new invigilator arrives. At this point, one of the invigilators shall escort the pupil to the toilet and wait outside the toilet to escort the pupil back. Only one pupil may go to the toilet at a time. If no pupils need to use the toilet, or once all pupils in need have gone to the toilet, the old invigilator may leave the examination venue.
- 2.7. The following arrangements apply to Secondary 5 pupils:
 - 2.7.1. Pupils may use a monolingual dictionary during the Language 2 and Language 3 examinations. No dictionaries are allowed in the Language 1 examination. Pupils will be provided with approved scientific calculators for the Mathematics, Chemistry, Physics, Biology and Economics examinations. Pupils will be informed about other permitted equipment by the subject teacher in advance.
- 2.8. The following arrangements apply to Secondary 6 pupils:
 - 2.8.1. Dictionaries may not be used in any examinations. Pupils will be provided with approved scientific calculators for the Mathematics, Chemistry, Physics and Economics examinations. Technical equipment required for the Music examination will be provided by the school. The Music examination will be written in a separate room, with an invigilating teacher present. Pupils will be informed about other permitted equipment by the subject teacher in advance.

III. Finishing the examination and leaving the room

- 3.1. Pupils may work on their examination paper until the time allotted for the examination expires. After the end of the examination, pupils have 5 minutes to leave the room.
- 3.2. Pupils must remain in the examination room for at least one hour (60 minutes) after the examination has started.
- 3.3. The examination paper must be handed to the teacher in the examination room. No examination materials may be taken out of the examination room by the pupil.
- 3.4. If a pupil falls ill during the examination and cannot complete it, he or she may withdraw from the examination.
- 3.5. If a pupil falls ill, he or she must notify the teacher in the examination room and hand over the incomplete examination paper.
- 3.6. In order for an absence caused by illness to be registered as a legitimate absence, the pupil must see a doctor immediately after leaving the examination room. A medical certificate must be provided to the school director.
- 3.7. If a pupil provides a medical certificate, he or she can re-do the examination within the deadlines set by the director.
- 3.8. Withdrawal from an examination due to documented illness will not be considered an examination attempt.

IV. Retaking examinations

- 4.1. Pupils cannot retake any examination due to a failing or low result.
- 4.2. Every examination grade is valid and will be noted on the pupil's report card.