

# Secondary 5

## Examinations Regulations

### Arrival and presence – 10:00 start

- Pupils are expected to arrive to school 9:00 as usual.
- Pupils check in to the exam room at 9:45.
- In case of illness or force majeure the guardians of the pupil notify the school at the first opportunity.
- In case of unexcused absence, the exam is graded 0.
- Pupils are seated and ready to start the examination **5 min** before the exam is scheduled to begin.

### Arrival and presence – 13:00 start

- Pupils are expected to arrive to school 12:00 as usual.
- Pupils check in to the exam room at 12:45.

### DURING THE EXAM

- Pupils sit according to the prepared seating arrangement.
- No other tools than marked on the cover of the exam is permitted to use.
- Talking to other pupils during the exam is not permitted.
- In case of cheating the exam is over for the pupil. The pupil hands in the exam papers and leaves the room; and the result is marked 0.
- If a pupil has a problem, they raise their hand and wait for the exam invigilator come to them.
- No bathroom breaks are allowed during the exam.
- If the pupil has finished the exam before the allocated time is up, they collect all the exam papers, raise their hand, hand over the papers, and quietly leave the room.
- Pupil cannot leave the room during the first 45 min and last 10 min of the examination.
- Once the time is up all the remaining pupils gather their papers in one pile on their desk and leave the room.

**BE PREPARED**

**YOU ARE RESPONSIBLE FOR YOUR OWN ACTIONS AND BELONGINGS**