

# Secondary 6 EXAM REGULATIONS

1. The pupils must arrive to the school building **45 minutes** before the exam the candidates must be present in the examination room **15 minutes** before the exam time.
2. **If a pupil is late for the examination, in principle s/he cannot participate in the examination.** In case of a duly justified delay, the Deputy Director or Director will decide if the pupil is allowed to participate in the examination and if extra time will be allowed. In case of this unfortunate situation, the candidate should call as soon as possible the office of the school.
3. In case of **illness**, email your class teacher, Tom Flowers (BAC Coordinator), Susanna Aija (Secondary Deputy ) and Ian Karell ( Director ) as soon as you know you will not be able to attend the exam.
4. Pupils may bring only writing materials and rulers into the examination rooms. Bags, clothing, books, notebooks, notes etc cannot be stored in the examination room. To deposit them the candidates can use their homeroom or lockers in the school building.
5. **Mobile phones or other electronic devices (smartwatches) are not allowed in the examination room.**
6. It is allowed to take some simple snacks (not smelly, noisy or sticky) into the examination room (no wrappings, put on a plate provided). It is in the discretion of the invigilator to decide what can be taken in.
7. Pupils must use paper provided by the school for all their work, i.e. both for the scripts to be handed in as well as for draft work. Pupils must present **readable** scripts.
8. When the **starting** signal is given by the invigilators, pupils can turn their questions papers and start the exam. Remember to write your family name, first name, the subject and the BAC ID (S7) on each exam sheet. In L2 and L3 the pupil must also answer in the provided answer sheets.
9. If several sheets are used, they should be numbered and placed inside each other to avoid any errors (For example, 1/4, 2/8, 3/12 etc.).

10. During the examination, when a pupil needs a **supplementary exam sheet** s/he should raise his/her hand. S/he must write immediately all relevant information on it.
11. The final copy must be written **in ink (black or blue), not in pencil**.
12. **No communication** is allowed between pupils. They cannot exchange the calculator or any other material. Invigilators may not answer any questions from pupils related to the examination.
13. **No pupil** may leave the examination room before the **end of the first hour**, even if s/he has finished writing his/her exam.
14. **During the last ten minutes of examination, no pupil may leave his/her place.**
15. **All examination sheets** must be submitted at the end of the exam (answer sheets, draft sheet, unused sheets). When there are several questions in the exam they should be handed in in numerical order. No answer sheet submitted later will be accepted.
16. **Pupils are responsible** for checking that all questions/parts of the exam have been answered.
17. When the end of the examination is announced, **all the pens must be put down and copies placed face down again**.
18. At the end of each exam the pupils will leave without staying in front of the door of the examination room.

**BE PREPARED – YOU ARE RESPONSIBLE FOR YOUR OWN ACTIONS AND BELONGINGS**

**Remember to breathe and good luck!**