



# HOLY NAME CONVENT SECONDARY SCHOOL POINT FORTIN

## EXAM GUIDELINES FOR STUDENTS OF FORM ONE

	Monday 21 <sup>st</sup> March	Tuesday 22 <sup>nd</sup> March	Wednesday 23 <sup>rd</sup> March	Thursday 24 <sup>th</sup> March	Friday 25 <sup>th</sup> March	Monday 28 <sup>th</sup> March	Tuesday 29 <sup>th</sup> March	Thursday 31 <sup>st</sup> March	Friday 1 <sup>st</sup> April
FORM 1 A.M.			GEOGRAPHY  P.E.		MUSIC  HISTORY		SPANISH  MATHS		INT.SCI.  T.A
P.M.			S.S  I.T		ENG. B  ENG. A		VISUAL ART (2 hours)		Food & Nutrition. &CLOTHING & TEXTILES  KEYBOARDING

### BEFORE STARTING THE EXAM:

- Know your exam timetable schedule (See table above)
- Students are required to be in school ONLY on the days they have exam.
- Both Groups A and B will write the exam on the scheduled day.
- Students must reach to school on time. DO NOT be late. No extra time will be given if you reach late for an exam.
- All uniform and school rules must be observed during exams.
- You should prepare for your exam and revise work done.
- You should make a list of the items needed for your exam. Ensure before each exam you have the materials / stationery required. Exam pads are sold at the school's office. NO BORROWING will be allowed.
- Students should write answers legibly in blue or black ink. Pens or pencils or other colours may be used for maps or diagrams only.
- Any material that may be used in an attempt to cheat in your exam should be put away before. This can be textbooks and / or notebooks for that subject.
- No cell phones or other devices will be allowed during the exam. These devices must be switched off and secured. All bags will be left at the front of the classroom.
- Ensure you use the bathroom before and during breaks.
- No eating or drinking will be allowed during an exam.
- All exams are COMPULSORY.

### DURING THE EXAM:

- All students will be assigned a desk in a classroom.
- Listen to the instructions given by the supervisor carefully.
- No form of communication (verbal or non-verbal) to other students will be allowed. Such actions will be considered an attempt to cheat.
- Students are advised to read the questions carefully and good time management is essential.
- Students are expected to be present for the length of the entire exam until the supervisor gives the instruction to exit.
- Please check over your work and ensure your name is written on the exam papers submitted.
- If you are unable to attend an exam, please let your parents inform your subject teacher and form teacher. You must have a VALID reason and produce documentation to support this.

### Please note:

**Breach of exam guidelines will not be tolerated. Students can be disqualified. The student and parent will be notified of this violation.**