



HOLY NAME CONVENT SECONDARY SCHOOL POINT FORTIN

EXAM GUIDELINES FOR STUDENTS OF FORM THREE

	Monday 21 st March	Tuesday 22 nd March	Wednesday 23 rd March	Thursday 24 th March	Friday 25 th March	Monday 28 th March	Tuesday 29 th March	Thursday 31 st March	Friday 1 st April
FORM 3 A.M.	ENG. B T.A.				P.E MATH	I.T. INT. SCI	Visual Arts (2 hours)	ENG. A GEOG.	
P.M.	MUSIC KEYBOARDING				HOME ECON. & CLOTHING & TEXTILES	HISTORY	SPANISH	SOCIAL STUDIES	

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.