

## State Examinations Commission

### Conduct of Candidates during Examinations

1. It is each candidate's **own responsibility** to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present herself.
2. Candidates are required to be in attendance at the examination centre at least half an hour before the examination commences in the subject in which they first present themselves.
3. On subsequent days they are required to be in attendance at least fifteen minutes before the hour stated in the timetable. Candidates are responsible for making their own arrangements to ensure timely attendance at the examination centre.
4. No candidate will be admitted to the examination in any paper after thirty minutes of the time for that paper has elapsed.
5. No candidate may be authorised to leave the examination centre until the expiration of thirty minutes from the time at which the examination begins.
6. A candidate may not be permitted to leave the centre and return during the examination period unless the Superintendent is satisfied that the candidate's need to leave the centre is genuine [e.g. because of illness, urgent need to visit the toilet, etc.]  
A candidate who leaves the centre during any period of examination shall not be readmitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the Attendant during the entire period of the absence.  
**The candidate must hand the answer book and question paper to the Superintendent on leaving the centre; the Superintendent should record on the cover of the answer book the time of departure from and return to the centre and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period.**  
Particulars of any such occurrence should be reported on the appropriate Advice List.
7. A candidate who leaves the examination centre before the expiration of any period of examination must surrender her examination paper and answer book to the Superintendent.
8. A candidate must occupy during the entire examination the place first assigned to her by the Superintendent, unless otherwise directed by the Superintendent.
9. A candidate should raise her hand if she wishes to attract the attention of the Superintendent during the examination.
10. A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the Superintendent
11. It is the candidate's responsibility to ensure that she brings to the attention of the Superintendent if she has not been provided with the level of the examination paper at each examination that she is due to take.
12. In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level e.g. all papers at Ordinary Level or all at Higher Level. She may not be supplied with, or allowed to see, the papers in more than one level in the same subject.
13. No candidate shall write her name on any answer book or other paper supplied. The candidate's examination number should be entered on every envelope, answer book, map, drawing, or sheet of square paper used.
14. Candidates should not commence writing until instructed to do so by the Superintendent.
15. A candidate must enter on the envelopes and answer books used by her the particulars required as to subject, etc.
16. Any additional answer book, squared paper, etc. issued to a candidate, whether used or unused, should be attached to her answer book before it is sealed with the treasury tag provided for that purpose.



17. Candidates will be supplied with Mathematics Tables by the Superintendent. They may not bring their own mathematics tables into the examination centre.
18. A candidate shall not bring into the examination centre, or have in her possession or under her control or within her reach, while she is in such room
  - a. any book or paper ( save the examination paper, and such answer books, etc. as shall have been supplied to her by the Superintendent)
  - Or
  - b. any memorandum, notes or mobile phone, electronic address book, data bank, etc. except a calculator as permitted under the regulations or bi-lingual translation dictionary where its use has been approved
19. A candidate shall not while in the examination centre:
  - (a) use, or attempt to use, any book, memorandum, notes or paper [ save the examination paper and answer books, etc., as shall have been supplied to her by the Superintendent and a bilingual dictionary use has been approved]; or
  - (b) aid, or attempt to aid, another candidate; or
  - (c) obtain, or attempt to obtain, aid from another candidate or Superintendent; or
  - (d) communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.
20. A candidate
  - (a) shall not write on the examination paper [except where answers are to be written on part of the examination paper itself e.g. in Mathematics] or Mathematical Tables or on any of the mathematical instruments brought with her; except where a candidate uses a highlighter pen or underlining as an aid to interpreting the question paper
  - (b) shall not write in her answer book anything that is not directly connected with the subject matter of the questions to be answered;
  - (c) shall not remove from the answer books any leaf or part of leaf;
  - (d) shall not take out, or attempt to take out, of the examination centre, any answer books whether used or unused;
  - (e) shall not damage the examination centre or its furniture
21. A candidate who has finished her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the centre on handing up to the Superintendent her answer book(s) and the examination paper
22. A candidate who completes her work during the last ten minutes of the examination should remain in her seat until the Superintendent has collected her answer book(s) and she should not then leave the centre until the time appointed for the conclusion of the examination unless permitted to do so by the Superintendent.
23. At the conclusion of the examination each candidate who has not already done so should immediately seal her answer book(s) or envelope and remain in her seat until the Superintendent has collected the answer book(s).
24. Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography.
25. A candidate may be expelled from the examination centre if her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.