



# Smithfield State High School

## BLOCK EXAM INSTRUCTIONS

### Student Instructions

**School uniform, including footwear, must be worn to all exam sessions.**

1. Carefully read the timetable, highlighting the exams/compulsory tutorial sessions you must attend.
2. Be at the exam room ten (10) minutes in advance of the exam session starting.
3. **YOU** are responsible for knowing **WHEN** your exam is on and **WHERE** it is.
4. Bags must be placed outside the classroom. **ENSURE MOBILE PHONES ARE SWITCHED OFF. PERSONAL LISTENING DEVICES ARE NOT TO BE USED OR VISIBLE DURING EXAMS.**
5. If your exam is not starting immediately, you should study **QUIETLY** as per supervising teacher's instructions.
6. Make sure you bring a **STAPLER** and extra pens, pencils, a ruler, eraser, paper and a calculator to your desk. **DO NOT** bring any other equipment into the room. Water bottles will be allowed in some rooms.
7. Once the exams start you cannot:
  - **TALK OR COMMUNICATE IN ANY WAY, TO ANYONE, EXCEPT THE SUPERVISOR**
  - **BORROW EQUIPMENT**
  - **CHEAT OR PLAGIARISE**
  - **LEAVE THE EXAM ROOM BEFORE THE SESSION FINISHES, unless dismissed.**
8. You will not be allowed to go to the toilet unless a teacher is available to accompany you. Go before the exam if you need to.
9. Once the exam starts, place your study books on the floor.
10. Talking or cheating during an exam will result in a referral to a HOD/Deputy Principal/Principal.
11. **If you are absent from an exam, you will need a Doctor's Certificate to be given special consideration. You must present copies of this to the Head of Departments of subject exams you missed, and to the office or Guidance Officer.**
12. Students must attend school for all scheduled exams/compulsory tutorial sessions.
13. If you do not have an exam scheduled for a session you can;
  - study or work on assignments at home
  - study or work on assignments in the school library
  - make an alternative arrangement with a teacher to study at school