

Guidelines for maintaining the Confidentiality and Conformity Surrounding Uniform and Compulsory Examinations.

STUDENTS

1. Students must be in proper school uniform (grey dress pants, white or black polo shirt, black V-neck sweater or crewneck sweater **ONLY**) in order to access an exam room. Grad hoodies and t-shirts are not permitted.
2. Students must enter the classroom with a photo ID (school ID card, Medicare, OPUS card, etc..) and place it on the top right-hand corner of the desk before the exam starts. If you forget your ID, you must go to the office and retrieve proof of identity. Once you have completed your exam, they must take it with them.
3. Students must provide their own materials (e.g. pens, pencils, calculators, erasers, memory aids, dictionary, etc.)
4. Pencil cases are not permitted in an exam room. Students are asked to use clear zip lock bags instead for holding all their materials.
5. Students are not permitted to have electronic devices including but not limited to: cell phone, smart watch, airpods or iPod
6. Students are not permitted into the exam room after the first 30 minutes. Late arrivals will be marked absent and receive a grade of 0%. No additional time will be allotted for late arrivals.
7. Absolutely no food or drink is permitted in the exam room. Water is the only exception and must be in a clear bottle.
8. Students are to enter the exam room 5 minutes prior to the official start of the exam to ensure that the exam can begin on time.
9. Once the invigilator begins to pass out the exam materials, students are no longer permitted to walk around or talk with their classmates.
10. Students are not permitted to communicate verbally or non-verbally during an examination (unless otherwise specified). This includes making eye-contact with peers during the exam, looking around the room, over-stretching/turning around in the chair, etc.
11. Students must remain in the exam room until at least one-half the allotted time has passed. Once the invigilator announces that students can leave, students are expected to raise their hands and wait patiently for the invigilator to dismiss them and are not permitted to return.
12. If absent, students must provide a medical note which justifies missing the exam. A note from a parent/guardian is not sufficient in a formal examination session.