



EXAM RULES FOR LEARNERS

Failure to obey any of the following rules may result in learner's exam paper being removed and disciplinary action taken against the learner.

- **Arriving early:** Learners must be seated in the exam room 30 minutes before the exam starts.
- **Reading time:** There will be 10 minutes of reading time before the exam starts.
- **Registering:** The invigilator will take a register of all learners in the exam room.
- **Obeying instructions:** Learners must obey the instructions of the invigilator.
- **Doctor's note:** If a learner is absent from an exam, they must bring a doctor's note when they return to school. If they do not have a doctor's note, they will receive a zero for the exam.
- **Eating and drinking:** No eating or drinking is allowed in the exam room. Only water in a clear bottle is allowed.
- **Stationery:** Learners must come with the necessary stationery for each exam. They cannot borrow stationery from other learners. All learners must bring their own tissues.
- **Clear desks:** Learners' desks must be clear of all books and notes before they start the exam. If any documents are found on a learner's desk other than the documents provided by the educator, it will be considered cheating.
- **Talking and passing notes:** Talking and passing notes is not allowed in the exam room.
- **Tippex:** Tippex is not allowed in the exam.
- **Leaving the exam room:** Learners may not leave the exam room early. If they have finished an exam before the time, they must wait until the end of the exam session.
- **Handing in question papers:** All question papers must be handed in at the end of the exam.
- **Bags and other items:** No bags, suitcases, pencil cases or space cases are allowed in the exam room. Only writing materials are allowed on a learner's desk in a transparent container or packet.
- **School uniform:** Learners must be dressed in the correct school uniform. If a learner is not dressed correctly, they will be asked to leave the exam room immediately to rectify their appearance.
- **Questions:** Learners may not leave the exam room to clarify questions from the examiner once the exam has started. The invigilator will not answer any questions about the exam paper.

- **Reading time:** No pen/highlighter/pencil may be used during reading time. Reading time is 10 minutes.
- **Cell phones:** No cell phones are allowed in the exam room. All cell phones must be handed in and switched off before the exam.
- **Bathroom breaks:** Learners may not leave the exam room to go to the bathroom for the first 30 minutes after the exam has begun. They may also not ask to go to the bathroom in the last 15 minutes of the exam.

DISHONESTY:

If a learner is caught cheating, the following will happen:

- The learner's scripts will be signed immediately by the invigilator.
- The learner will be given a zero for all preceding work.
- The learner will be given a new exam and booklet.
- The learner's parents will be contacted.
- The learner will report to the Head or Phase Head, where further action will be taken.