

Forms 1 – 4 and 6 Mid-year Examinations (2008-2009)
INSTRUCTIONS TO ALL STUDENTS

1. During the examination period: January 5 – 13, all playgrounds are closed THE WHOLE DAY. Students may gather in the Covered Playground or sit on the stands of the Lower Playground - but NO GAMES ARE ALLOWED.
2. Examination Centres, including classrooms, may not be entered until the arrival of the invigilator. The rooms will be locked until just before the examination begins; thus students may not use their lockers before the examination.
3. Seating Arrangements –
Students must sit according to the seating plan placed at the entrance of each examination centre. Some F.1 & F.2 students may be allocated to another classroom.
4. Examination Stationery –
All paper will be provided, including rough work sheets. Students are not allowed to bring any paper into the examination room.
5. Late Arrivals –
 - (a) A student who arrives late but within 30 minutes of the start of the paper may be admitted but **no extra time will be given**.
 - (b) A student who arrives more than 30 minutes late may be permitted to take the examination but the script may not be accepted by the examiner.
6. Early Leavers
Examinations with:
 - a) Multiple Choice Papers only - No early leavers are allowed.
 - b) Conventional Papers only - No students are allowed to leave the examination centre within the first half-hour or the last fifteen minutes. A student may leave only after his scripts have been checked by an invigilator.
 - c) Multiple Choice and Conventional Papers - No early leavers.
7. Student must check carefully to make sure that there are no missing pages in the question paper. They should inform the teacher if they have questions or there are missing pages in the question paper.
8. At the end of the period students must tie all answer sheets in correct order with the string provided.
9. Personal belongings may be left inside the classroom on the teacher's platform only. For the School Hall, students may put their belongings at a place to be indicated by the Chief Invigilator. The school will not be responsible for any property lost.
10. Students must be dressed in PROPER SCHOOL UNIFORM when in the school premises during school hours, including examination time. Students must not wear long hair or have a weird hairstyle. Students who fail to observe these rules will be subject to disciplinary action.
11. All mobile phones must be switched off during an examination. Students may risk a mark penalty if they fail to do so.
12. The serious consequences of cheating in an examination
Students should study hard and not cheat in any examination as cheating in an examination is a very serious breach of discipline.
The following measures will be taken:
 - (a) A student caught cheating in the examination of a paper of any subject will be given '0' mark for the entire subject.
 - (b) In addition, further disciplinary action will be taken.
 - (c) The student's parents will be informed.
 - (d) The student may be issued a written warning for poor conduct stating such an offence at the end of the school year.The above measures will seriously affect the student's chances of promotion to the next level of study.
13. All students should go home directly after the examinations and not wander about the streets.



Principal

27th November, 2008