

# STUDENTS EXAMINATION RULES AND REGULATIONS

(For ALL: Progress Test, Mid-Term, End-Term Exams, Trial SPM, Term Exam, Mock Checkpoint and IGCSE Exam)

## ✅ BEFORE THE EXAMINATION ✅

### 1. Attendance

- Students must sit for all scheduled examinations.
- Medical leave must be supported with a **certified medical certificate** and submitted within **3 days**.
- No re-sit will be given unless approved by the **Exam Officer**.  
(Re-sits are not encouraged by school. All students must attend every test and examination as scheduled)

### 2. Seating Arrangement

- Students must sit **according to the designated seating plan**.
- Any changes must be authorized by the **Exam Officer**.

### 3. Uniform and Appearance

- All students must wear **complete and proper school uniform**.
- Students with improper attire or grooming may be denied entry to the exam room.

### 4. Materials Required

- Students are responsible for bringing all necessary stationery.
- Borrowing of items during the exam is **strictly not allowed**.
- Only **transparent pencil cases** are allowed.

### 5. Electronic Devices

- **All mobile phones, smartwatches, wireless earphones, or digital devices must be switched off and handed over before entering the exam.**
- Possession of such items during the exam is an offence.

## 📝 DURING THE EXAMINATION 📝

### 1. Start and End Time

- The exam will begin and end **as scheduled**.
- Students who arrive late (within 30 minutes of the exam starting) may be allowed to enter but will **not receive extra time**.
- Students arriving **more than 30 minutes late** may **not be allowed** to sit for the exam unless approved by the Exam Officer. If allowed to enter, **no extra time** will be given under any circumstances.
- Students must **stop writing immediately** when instructed.

### 2. Exam Conduct

- Maintain silence at all times during the examination.
- Talking, turning around, or looking at others' work is **prohibited**.

### 3. Academic Integrity

- Any attempt to cheat, possess notes, or assist others will be considered **serious misconduct**.
- Offences may result in **disqualification and disciplinary action**.

### 4. Toilet Breaks

- Allowed only after the first 30 minutes and before the last 15 minutes.
- Only one student is allowed to leave for a toilet break at any one time.
- Students must be accompanied by an invigilator or teacher

### 5. Question Paper Handling

- Students must check that they have received the **correct paper** and number of pages.
- Any error must be reported **before** the exam begins.

### 6. Use of Correction Tools

- Use of **correction fluid/tape** may be restricted depending on the subject or exam format. Check with teachers beforehand.

## AFTER THE EXAMINATION

### 1. Submission of Scripts

- All answer scripts must be submitted before leaving the room.
- Missing scripts will be the student's responsibility.

### 2. Discussing Questions

- Do not discuss answers with other students while other classes are still sitting for the same paper.

### 3. Result Disputes

- Students may appeal their results within **5 working days** of result announcement.
- Appeals must be submitted in writing to the **Exam Officer**.

### 4. Confidentiality

- Students are not allowed to share or publish exam questions on social media or public platforms.

## RE-SIT EXAMINATION POLICY

- Students who miss an examination due to **valid and documented reasons** (e.g. illness, bereavement, official representation) may apply for a **re-sit**.
- All applications for re-sit must be submitted in writing with supporting documents to the **School Examination Committee** within **3 working days** from the original exam date.
- Approval for re-sit is subject to review by the school administration. The school reserves the right to reject re-sit applications without valid reasons.
- Re-sit exams will be scheduled at the discretion of the school and may be conducted under different conditions from the original exam.
- **No re-sit will be allowed for students who miss the exam without valid reason or prior approval.**

### DISCIPLINARY ACTION

Violations of any of the above rules may result in:


- **Warning or reprimand**
- **Deduction of marks or disqualification**
- **Parental notification**
- **Suspension from school (for repeated or serious offences)**

### Reminders for Students

- Be **honest, prepared, and responsible**.
- Exams are not just a test of knowledge, but also a test of character



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