



# Mother Teresa Junior High School

## Mid-Term Exam Rules 2015

### PRIOR TO EXAMS:

- **Carefully read your exam schedule.** Take time to highlight the exams you will be writing, check the information with the subject teacher and write it in your agenda.
- Students are expected to be on school premises on time.
- Students are reminded to verify the **EXAM INFO SHEET** located on each floor for the location of their exam.

### DURING THE EXAMS:

- Students must wear their full dress code during the examination period. **They will not be allowed to write an exam unless they comply with the dress code policy in place.**
- At the start of the exam, students will sign the attendance sheet.
- They will be permitted to leave an examination only after half the exam time has elapsed (minimum time one hour), they must then proceed to the cafeteria.
- No one is allowed to leave school premises **except** on Friday, February 6<sup>th</sup>, after the Mathematics exam. Students may leave only after handing in the signed parental permission form at the office.
- Students will not be permitted to enter the exam room **half an hour after** the start of the exam. Extra time is not given to students who arrive late.
- Students must bring all relevant supplies to each exam: the school will not issue supplies. Dictionaries, calculators etc., can only be used if the subject teacher has instructed students to do so and it is indicated in the exam's instructions.
- Cheating during an exam will result in a **0** for the **exam** and the student will be **expelled** for the exam room.
- Coats, bags, food, books, notes and hats are not permitted in the exam room. Water bottles will be permitted if they are placed beside the student's seat.
- Electronic devices (cell phone, Blackberry, computer, translator, pager, IPOD, MP3...) **are not permitted** in the exam room. If the device is in the student's possession during an exam, it will be considered cheating. It will result in a mark of **0** for the exam. The item will be confiscated and the student will be **expelled** from the room.
- All personal belongings should be stored in the student's locker. The school is not responsible for lost or stolen items that students leave at the front of the exam room.
- Students are to be in school **only** when **writing examinations** unless attending planned tutorials with a teacher. The cafeteria will be open all week as usual.
- If for any reason the school is closed for a day, the examination will be rescheduled and the notice will be posted outside the main entrance and on the school website.
- In the case of absence from an examination, a medical certificate is required: otherwise a mark of 0 will be given. Misreading the schedule is not an acceptable excuse. Also please note, this applies to exams written during class time in the weeks leading up to the formal exam period.

GOOD LUCK!!!