

## QUEENSBURGH GIRLS' HIGH SCHOOL

### EXAMINATION REGULATIONS

#### 1. The start of an examination

- 1.1 Learners must be at school at 7:45. They will report to their home classes where text books will be collected. Thereafter, they will report to examination venues as specified on the time-table. If on a day learners are writing an afternoon session only, they will report directly to examination venues. Texts will be collected the morning of their next paper.
- 1.2 Learners must line up at the designated areas. Invigilators will give instructions as to how to enter the examination room. Answer books and question papers will be issued. Ten minutes reading time is allocated.
- 1.3 A learner who arrives late for an examination will NOT be given any extra time.
- 1.4 **Please note:** If a learner is too ill to write an examination, the school must be contacted before 7:45 am on the day of the examination. Upon her return, the learner will produce a doctor's certificate. This qualifies her to write another paper at a time stipulated by the school. If no attempt is made to contact the school and produce a doctor's certificate, the learner will get zero for the examination.

#### 2. Unauthorised material

- 2.1 No unauthorised material – notes, textbooks, paper, etc. may be brought into the exam room.
- 2.2 If a learner needs books to learn from, they must be placed under her chair during the exam, or in a place designated by invigilator.
- 2.3 Only regulation school bags or PE bags should be brought to school during the exam period.
- 2.4 Pens, pencils and any other equipment must be placed in a clear plastic bag – no pencil cases are allowed. Borrowing of equipment – Tippex, calculators, rulers, etc. - is not permitted.
- 2.5 Cell phones (see KZN Circular no 69/1998) are not allowed in the exam room. Cell phones must be handed in to the office for safekeeping. They should be placed in an envelope with the learner's name and grade on it.

#### 3. Invigilators

- 3.1 All instructions given by the invigilator must be adhered to.
- 3.2 Invigilators can only assist learners with general information regarding the exam; they will not assist with specific questions. Examiners of papers will be consulted if there are genuine queries.

#### **4. Irregularities**

- 4.1 If a learner is caught cheating in ANY WAY, eg. using notes, looking at another learner's work, the learner's answer book will be taken away from her. She will then be issued with another answer book to re-start the examination. No extra time will be given. The matter will be reported to the school irregularity committee. An irregularity report will be written; the learner's parent will be consulted and penalties will be administered to the offending learner.
- 4.2 During the exam, a learner may not gaze around, or make eye contact with anyone. Learners may not read, write any letters, or deface their exam papers.
- 4.3 Learners may not leave the exam room early. They are required to remain in the exam venue for the duration of the examination.
- 4.4 Learners are expected to visit the toilet before exams and after exams. (No toilet visits during exams – emergencies only).

#### **5. School rules**

- 5.1 Normal school rules apply during the examination. No chewing of gum. No nail polish. No buns and fancy hairstyles. No jewellery etc. Learners must make sure they are correctly dressed before they enter the exam room.
- 5.2 Name badges must be worn during all exam sessions, as identification of learners is important.
- 5.3 No disorderly conduct is permitted during the exam session.

#### **6. At the end of the examination**

- 6.1 Please leave QUIETLY after the exam as there are exams being written at various times in various venues in the school.
- 6.2 The Under-Hall area may not be used as a thoroughfare. Learners writing in venues other than the Hall and Under Hall must exit past the Geography corridor and then past the Tuck shop. Learners must not wait on the tarmac below the Hall/ Under Hall. If learners are waiting for lifts, they must wait QUIETLY on the field.