

Bethany College

Stage 6 Examination Protocols & Rules

The following rules and protocols align with the NESA regulations. All examinations will operate under full examination conditions.

- You must read your timetable carefully. Check ALL start times on the exam timetable. If you miss an exam because you misread the timetable, contact Mrs Rowland immediately. You cannot apply for illness/misadventure on these grounds.
- Please arrive at least **30 minutes** before your examination time. Please contact the school if you are running late. Try and use the bathroom before your exam.
- You will use your NESA student number on all papers. Do NOT put your name on any section.
- Once in the examination room you are not allowed to communicate with any other student until you are dismissed from the examination room.
- If you are absent for an examination please follow the procedures outlined in the Stage 6 Assessment Policy guidelines. Your parents MUST call the school on the day of the examination and ask to speak to the Leader of Curriculum.

What you CAN bring into the examination room

All equipment must be in a CLEAR pencil case or similar (plastic sleeve, snaplock bag). Equipment will be inspected and must be the approved equipment, such as:

- **black** pens to write with - make sure you bring spare pens to each exam
- ruler
- highlighters
- pencils (at least 2B)
- sharpener
- water in a clear, unlabelled bottle.

You can wear a watch, but it should be taken off and placed in clear view on your desk once you sit down for your exam. Programmable watches (for example smart watches) are not permitted in the exam room.

Make sure any equipment you are allowed to bring, such as an approved [calculator](#), is in good working order. Appeals under misadventure for equipment failure will not be upheld.

What you cannot bring into the examination room

Students are not allowed to bring the following into the exam room:

- Bags of any sort (must be in locker)
- mobile phones (not permitted in an exam room under any circumstance - must be in locker)
- programmable watches (for example, smart watches)
- other electronic devices (excluding a calculator or wired headphones where permitted), any other communication devices, including:
 - organisers
 - tablets
 - wireless earphones and headphones
 - electronic dictionaries
 - music players.
- paper or any printed or written material
- print dictionaries (except where permitted in language exams)
- correction fluid.

Students are not allowed to borrow equipment during exams.