



DUNMAN SECONDARY SCHOOL

COMMON TEST AND EXAMINATION RULES AND REGULATIONS

Students must read and understand the rules and regulations before sitting for tests and examinations and must comply fully with the rules and regulations of the school's tests and examinations.

I	Code of Conduct
i	Report to school punctually and be present as usual for morning assembly. Inform the school (General Office telephone number: 6786 2668) as soon as possible should you be unable to sit for exam or reach school in time for exam due to unexpected circumstances. No extra time will be given to the latecomers. Students who report 30 minutes after the paper has started will not be allowed to sit for the paper.
ii	Submit medical certificate from doctor to your Form Teachers should you be unwell or other documentary evidence to support absence from exam. No supplementary paper will be arranged but appropriate annotations will be indicated for the paper(s) missed. Failure to submit proper documentary evidence may warrant the award of zero mark for the paper missed.
iii	Observe silence at all times during test/examination.
iv	Unauthorized materials are not allowed.
v	Do not cheat, attempt to cheat, or help others to cheat, in any manner or form, during examinations. Severe disciplinary action will be taken against such students.
vi	Adhere to the school rules with regards to attire, hairstyle and accessories.
vii	Do not leave the examination venue unaccompanied during the course of the paper or before the end of the paper. Lessons resume as per normal during test periods. However, after the last examination paper of each day, students are to leave the school.
viii	Do not loiter along the corridors or talk loudly when you make your way to the canteen or out of the school.
ix	Do not eat or drink (with the exception of plain water) while sitting for the test/ examination.
II	Before the Commencement of Test/Examination
i	Remove all books, notes or files from under desks or in class cabinets. Leave bags and books neatly in front of your <u>classrooms</u> or at the back of or outside the <u>hall</u> before the start of each paper.
ii	Ensure that calculators and dictionaries to be used are approved by Ministry of Education.
iii	Remove any mobile phones and papers or storage devices containing any mathematical formulae or unauthorized writing from calculators, pencil cases or pockets.
iv	Bring your own stationery, calculators, mathematical instruments and dictionaries. No borrowing is allowed during the test/examination. Ensure that your pencil cases are made of clear plastic (Sec 4 only).
v	Be seated according to your class register number in the classrooms/hall at least 10 minutes before the start of each paper.
vi	Check that you have been issued the correct question paper (correct number of pages and all questions and diagrams clearly printed) and writing materials. Alert invigilator if you have not.



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III	During the Test/ Examination
i	Use only black or dark blue ink and make sure your handwriting is legible.
ii	Observe silence at all times as invigilator gives out or collects papers, or as you complete your papers. Raise your hand to get the attention of the invigilator if clarification or help is needed.
iii	Stop writing immediately when invigilator give instructions to do so at the end of exam and get ready to submit your scripts. Seek permission to continue filling in your name, index number and class or content page.
iv	Staple/tie answer scripts securely and ensure all relevant scripts have been submitted during collection. No scripts will be acknowledged after collection is completed and invigilator leaves the room. Remain seated and quiet while invigilator collects the scripts.
v	Do not remove any used or unused paper(s) from the classrooms/hall at the end of the examination. Crush and dispose of any used papers. Return unused papers to invigilator.