

## Internal Examination Rules and Regulations

### A. Examination Requirements

1. This set of Rules and Regulations applies to all students who are sitting for any examinations held within the school premises.
2. The time-table will be strictly adhered. Papers will start and end according to the stipulated times.
3. Each candidate must bring his/her own stationery and mathematical instruments such as calculators, set-squares, compasses, protractors and rulers for the relevant examination papers or science practical examination as these will not be supplied. During the examination, borrowing of stationery, calculators or any other materials required for the paper is not allowed.
4. Candidates are not allowed to bring any devices capable of storing visual and verbal information into the examination venue. These include mobile phones, pagers, smart watches, Personal Digital Assistant (PDA), Pocket P.C., MP3, MP4, iPod and unauthorised calculators. Should any of these be found in their possession during the examination, it will be deemed as a dishonest act.
5. When the use of dictionaries or texts is permitted in the examination, candidates must ensure that only approved dictionaries and texts are brought into the examination room. These dictionaries or texts must be free from any notes or marginal annotation. Separate pieces of papers, such as post-its and tape flags are not allowed. No critical works, teachers' notes, study notes, or any other 'secondary material' of any kind should be brought into the examination room.
6. No candidate is to leave the examination venue before the scheduled time unless permitted by the invigilator. When leaving/going to the room/hall, he/she is to do so quietly as there may be others who are still writing.
7. If any candidate is absent due to illness, he/she must produce a medical certificate.
8. Candidates who are absent without a valid reason will be awarded a ZERO mark.

### B. Prior to Examination

9. **Candidates must not exhibit improper conduct or misbehaviour during the examination. Examples include disturbing other candidates, disobeying instructions from examination personnel).**
10. All candidates must be seated at their assigned desks **at least ten minutes** before the commencement of the examination. **No candidate is allowed to take** the paper if he/she is **more than half an hour late**. If any candidate is late, he/she must report to the General Office, get the "Coming Late To School" form, have it signed by the Principal/Vice-Principal/HOD/DM/OM and then report to the examination room/hall.
11. Candidates are to place their textbooks, notes, bags and personal belongings that may give them unfair assistance at the front of the examination room or as instructed by the invigilators. Only stationery or other items required for the examination papers can be placed on the desk.

### C. During the Examination

12. If a candidate is caught cheating, indulging in an unfair practice or dishonest act, all his/her completed answer scripts will be removed from him/her and he/she will not be allowed to continue sitting for the paper. Candidates who are caught cheating will be given a ZERO mark for the paper.

**MALPRACTICE / DISHONESTY** acts include the following:

- (a) attempts to obtain unfair assistance or is detected or dishonesty; OR

- (b) copies from another candidate or allows his/her answers to be copied by another candidate; OR
  - (c) possesses books, notes, memoranda or any other reference materials not authorised for use in the examination; OR
  - (d) possesses electronic devices (e.g. pocket PC, PDA), communication devices (e.g. pagers, mobile phones) and computerised aids (e.g. computerised wrist-watches) capable of storing and displaying visual and verbal information prohibited in the examination/quarantine room; OR
  - (e) the inclusion of offensive or obscene material in scripts or assessments
  - (f) removes from the room any used or unused writing paper
  - (g) attempts to communicate (both verbal and non-verbal form) with other candidates
13. Candidates must inform the invigilator immediately if:
- 13.1 they are issued a question paper they have not entered for; OR
  - 13.2 they are issued a question paper that does not contain the number of pages or questions specified on the cover page; OR
  - 13.3 they are issued a question paper not scheduled to take place at that time; OR
  - 13.4 they are not issued supplementary materials (such as graph paper, map or drawing paper) stated in the question paper.
14. Candidates are NOT to use correction fluid or tape.
15. Candidates are NOT to leave their seats unless permission has been given by the invigilator.
16. Candidates are to raise their hands if they need to communicate with the invigilator.
17. At the end of the paper, candidates should stop writing when told to do so by the invigilator.
18. Candidates should be seated at their respective desks quietly while the answer scripts are being collected.
- D. After the Examination**
19. Candidates are allowed to go home after their last paper for the day has ended unless otherwise stated in the exam timetable for resuming normal lessons.

**Note: Exam rules and regulations and Exam Timetables are available in GESS portal <http://ganengsengsch.moe.edu.sg/school-information/exam-matters/>**