



Meadowbrook High School

Rules for Internal Examinations

1. Examinations will begin at the time stated on the timetable. There will be no rescheduling of examinations.
2. All students should be seated in the examination room 10 minutes before the start of the examination.
3. Students will not be allowed in the examination room up to 30 minutes after the start of the examination process. The invigilator will make a notation of the student's name and their time of arrival.
4. All students should remain in their classrooms for the duration of the examination.
5. However, if a student disrupts the exam, his/ her paper will be confiscated and he/ she will be escorted out of the examination room.
6. If a student misses an examination he/she will be given a ZERO unless he/ she provides valid reasons justifying his/her absence, as in the case of a submission of a medical certificate. This evidence should be submitted to the Examination Coordinator.
7. Students should respect and obey the invigilators at all times.
8. If a student cheats on the examinations, the evidence of cheating should be confiscated by the invigilator or a general report will suffice if the evidence is not physical. After a review is done the student will be awarded a Zero (0) for that exam if there are improprieties.
9. If a student is caught using a cellphone, or if it rings or vibrates during an exam, he /she will not be allowed to continue the exam.
10. There should be no borrowing or lending of equipment during the examination.
11. Any correspondence during the examination process needs to be between candidate and the invigilator.
12. Students should be appropriately attired for their examinations.
13. All school rules should be adhered to during the examination period.