



EXAMINATION RULES AND REGULATIONS

1. Students must **NOT** have any unauthorized electronic, communication, smart or computerized devices within the examination premises.
2. Students must **NOT** have any unauthorized materials like notes, reference material, sticky note, writing paper, etc.
3. All stationery/belongings taken into the examination venue (e.g. pencil case, calculator(s), mathematical set, ruler, etc) must **NOT** have any notes/information on them.
4. All calculators/dictionaries must be listed in the list of approved calculators/dictionaries (Annex 1).
5. All calculators must be reset before all Mathematics examination.
6. Students found in possession of any unauthorized materials with them shall be considered to have retained them for the purpose of cheating and will face serious disciplinary action.
7. Students are not allowed to communicate or borrow any items from other students during the examination. Any such attempt is deemed an attempt to cheat and students will be awarded a **zero mark** for the paper.
8. Students should **only face the front** and **not turn around** during the examination.
9. Students are **NOT** communicate or attempt to communicate with other student(s) during the examination.
10. Disciplinary action will be taken against students who obtain assistance from and/or offer assistance to other students during the examination.
11. Students are **NOT** allowed to leave the examination venue unescorted.
12. Students are **NOT** allowed to leave the examination venue before the end of the paper without special permission and without submitting their answer scripts.
13. Student must stop writing/working on answers immediately when the invigilator makes the announcement to end the examination. Students are to remain seated quietly while the scripts are being collected and counted.
14. Only writing paper, drawing paper and graph paper provided by the invigilator may be used in the examination.
15. Students must **NOT** remove any examination material such as used or unused writing paper(s) from the examination venue.





WOODGROVE SECONDARY SCHOOL

A COMMUNITY OF FUTURE-READY LEARNERS AND THOUGHTFUL LEADERS


16. Students must report to the examination venue in school uniform **ten minutes** before the start of examination. Students must be seated at their assigned seat. Students may change their seats only with the permission of the invigilator.
17. Students who report **later than 15 minutes** after the start of a paper will only be allowed to take the examination with the approval of the Principal or the Key Personnel in charge of the examination. No extra time will be given to latecomers unless with valid reasons.
18. Students are advised not to use correction fluid/tape in the examination because there were instances where the use of correction fluid has affected the legibility of the examination scripts. There were also instances where answers were left incomplete after the correction fluid/tape had been applied.
19. Students are strongly encouraged to use transparent pencil case/ziplock bag. Students who are not using the transparent pencil case/ziplock bag are required to place their stationeries on the desk and leave their pencil case in their bag/on the floor under their desk.
20. **Absolute silence** must be observed at all times in the examination venue.
21. **Students who are absent for the examination due to illness must inform the school by telephone (Admin Office Tel No: 68932564) on the day of the examination by 8.00 am. They must also produce medical certificates failing which they will be given a zero mark for that particular paper.**
22. Students who disregard any of the above rules, may be suspended from the whole examination.

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School Website