

MID YEAR EXAMINATION 2009
INSTRUCTIONS TO PUPILS

A. REPORTING & LEAVING

1. If the paper starts at 7.50 am / 8.50 am, you must attend the morning assembly in your examination centres (examination centres are the pupils' classroom unless otherwise indicated on the examination timetable).
2. If the paper starts later, you will report at the respective examination centres **20 minutes** before the paper commences.
3. You are strongly encouraged to go home as soon as you have completed the last paper for the day in order to prepare for the following day's examination.
4. You need not come to school on the days that you do not have any papers.
5. **You are not allowed to leave the school premises in-between papers. If you do so, it will be considered as leaving school without permission, and disciplinary action will be taken against you. During this period, you are to wait in the canteen or study area.**
6. Be punctual. If you are late, report to the office first before proceeding to your exam venue. You will not be given extra time.
7. If you are ill and are unable to sit for any of the exam papers, please ask your parents to call and inform the school in the morning. (Tel. no. 6758 5384)
8. If you are absent for a paper, you must produce a **medical certificate (M.C.)**. **Give your M.C. to your Form Teacher the next day.** In the absence of the medical certificate, you will automatically be given a zero for that paper.

B. GENERAL INSTRUCTIONS

1. Sit according to your class register number in the exam centre.
2. Bring only your writing equipment and calculators into the exam centre. All books, reference materials, files, bags etc must be left outside the exam centre/at the front area of the exam centre.
3. ***Communication devices of any form e.g. handphones, pagers or electronic devices are not allowed to be brought into the exam centre.***
4. You will be checked thoroughly by the invigilators before you enter the exam centre and before the question papers are given out.
5. **You are warned against cheating during the examination. Any pupil who is caught cheating, giving or trying to obtain assistance will automatically be given a zero for the paper. In addition, your parents will be notified and caning and suspension will be meted out accordingly.**
6. Maintain silence when the question paper is being given out and throughout the examination. You are not to look at the question paper until you are told to do so by the invigilators.
7. **You are not allowed to leave the exam centre during the whole duration of your paper.**
8. You must write on both sides of the writing paper. **Write neatly and legibly using only black or dark blue ballpoint pens.**
9. **No borrowing or lending of stationery/calculators/dictionaries/any other materials is allowed while the exam is in progress.**
10. Obey the 'Stop Writing' instruction. You may be penalised if you do not follow the instruction.
11. **All school rules and instructions given by invigilators must be strictly adhered to during the examination period. Any violation of these rules may result in disciplinary action, including ruling the examination paper invalid, being taken against you as decided by the Examinations Committee.**