



# Examination Week at Narrandera High School

## Before the examinations

1. Make sure you have a copy of your examination timetable. See your Year Advisor
2. Prepare for your examination:
  - a. Obtain an exam outline from your class teacher. This will tell you the topics and question types. It will also tell you the length of the exam
  - b. Read through the notes in your workbook
  - c. Highlight main ideas and examples
  - d. Make summary notes of each topic
  - e. Make mind maps of topics - with key idea and examples
  - f. Complete practice questions - ask your teacher
  - g. Do an EdPerfect quiz on the topic
  - h. Buddy up - test each other
3. Have a good breakfast
4. Get a good night's sleep the night before
5. Drink plenty of water

## During the examination

1. Students may take **ONLY pens, pencils, erasers** and other special requirements for an exam into the exam room. Approved materials and equipment which may be taken into the examination room for a particular subject will be explained in subject classes prior to the examinations. This will involve items such as calculators, dictionaries and formulae sheets.
2. No sharing of equipment- including calculators.
3. **ELECTRONIC DEVICES** (incl. mobile phone, earbuds, smart watches, netbooks etc) **ARE NOT TO BE BROUGHT INTO THE EXAM ROOM.** Novels, newspapers **ARE NOT** to be brought into the exam room.
4. Ensure that you are punctual to all your examinations
5. Study your timetable, as it is your responsibility to know the dates and times of your examinations.
6. Students should be lined up outside the classroom door to wait for the supervisor
7. The exam supervisor will assign seating
8. Unless illness or other difficulty arises, no-one is permitted to leave the examination room prior to the scheduled finishing time for the examination.
9. **Absence - if you are unable to present for an exam, you should have a parent contact the Office before 8:30am on the day involved.**
10. Complete silence must be maintained at all times, from the time of entry to the time of leaving the examination room.
11. No communication of any kind with other students is permitted at any time within the examination room.
12. You must not pick up a pen until instructed to do so.
13. All writing must cease when the signal to finish writing is given.
14. If help is required during the examination, obtain the attention of the supervisor by raising your hand.
15. You may ask the supervisor questions about the setting out and the wording of the examination paper, but you are not permitted to ask questions about how the questions are to be answered or about the meaning of specific words.
16. Water bottles - water is the only drink able to be taken into the exam room. Water bottles must be of clear plastic, without attached labels and have a secure lid. They cannot be refilled during the exam and cannot be shared between students.