Pymble Ladies' College
Procedures for Examinations

- Students must follow the supervising teachers’ instructions at all times and must behave in a polite and courteous manner towards the supervising teachers and other students.
- Books and bags are to be placed in lockers before the examination.
- Equipment required for the examination (such as pens, pencils, rubbers, maths instruments) is to be in a clear plastic bag.
- Students should assemble outside the examination room and enter in silence in alphabetical order.
- Students should bring a stapler to attach papers together. All paper used must be handed in. Worked sheets should be attached to the back of the examination paper and crossed out. Unused writing paper is to be returned to the supervisor.
- Names or identification numbers should be written on each page of the examination paper during, not at the end of, the examination writing time.
- When the supervisor gives the instruction to cease writing, students must respond immediately.
- Students must remain in the examination room for the duration of the examination.
- Papers are not to be given in until the end of the time allotted for the examination.
- Students needing paper must raise their hand and extra paper will be brought by the supervisor.
- Students are requested to contact the school if they will be absent for an examination (see separate policy on the conduct of catch-up examinations)
- If a student cheats or is suspected of cheating in the examination, she may have her paper cancelled. Other consequences may also apply.
- If a student does not make a serious attempt at the examination, she may not receive a mark in that course.

Students must not:

- Take into the examination room any books or notes, the examination timetable, any paper or any equipment other than that required for the examination
- Take a mobile phone or any electronic device into the examination room. These need to be placed in lockers prior to the examination
- Borrow any instruments or materials from another student during the examination
- Begin writing until told to do so
- Leave their seats during an examination
- Speak to any person other than the supervisor during the examination
- Behave in any way likely to disturb the work of any other student or upset the conduct of the examination
- Take a calculator into an examination unless permitted. The calculator must not have anything written on it other than the student’s name

No responsibility will be taken for the safe-keeping of any unauthorised material or equipment surrendered to the supervisor before or during the examinations.
HSC Trial Examinations
Year 12 girls sit for their Trial examinations in Term 3.

Any girl who is unwell on the day of a Trial examination should phone her Student Coordinator as early as possible on the day of the examination. Alternatively, she should phone the Director of Studies to notify him of her absence.

During the Trial period, all Year 12 girls must wear school uniform when sitting for their exams, studying in the Conde Library, or speaking with their teachers. Only the boarders are allowed to study in casual clothes when outside in the school grounds, such as on the Marden Lawn.