

Dawood Public School

Examination Rules for Students

- Students will not be allowed to sit in the examination hall without their student ID cards.
- They must appear in proper uniform for the examination.
- They must follow the instructions given on the examination sheet.
- Calculators are only allowed where expressly mentioned.
- Students should carry stationary and geometrical instruments in transparent pouches.
- Extra books and papers are not allowed in the examination hall.
- The use of correction pens/fluids is prohibited.
- Students are only allowed to leave the examination hall half an hour prior to the end time given.
- They are allowed to bring drinks and energy bars with them during the exam.
- Only one student at a time is allowed to go to the toilet from each examination hall. She will be checked.
- The Incharge will be notified if a student falls sick during the examination. The student will be attended by the doctor who will decide whether she can continue the exam or not. If the doctor decrees that she is able to continue then she will be given extra time to complete her paper and the doctor's note will be attached to her paper. The matter will be dealt as per policy
- If the student is unable to continue her paper due to her ill health then she will be marked absent and the doctor's note regarding her medical condition must be sent to the Incharge and the principal.
- All books and revision material must be put on the rack at the back of the examination hall before commencement of the examination.
- No re-test will be allowed if a student is absent or misses the exams. But if a student arrives late but not later than 10:00 a.m., she will be allowed to take the test. No extra time will be given.
- Coordinators and/or concerned subject teachers will be available if there are any problems and queries regarding question papers.
- The school will intimate any unscheduled cancellation of the paper and a new date will be set and notified to the students.
- Students will only be allotted extra time upon the expressed permission of the coordinator.
- Students must cease writing as soon as time allotted for the examination is over.
- The invigilator has the right to deduct marks if a student attempts to take extra time, cheats or uses any unfair means during examination.
- The invigilator has the right to check the possessions of students before, during and immediately after the examination.
- Students having attendance below 90% will not be allowed to appear in the final examination.

Disqualified: (Mark Zer0)

- If a student has unauthorized materials she could be disqualified:
 - No mobile phones
 - No smart watches
 - No technology with communication or storage
 - Unauthorized notes or revision materials.
- Possession of unauthorized material is breaking the rules, even if you do not intend to use it. If found in possession of unauthorized material will be subject to penalty and possible disqualification.

Misconduct:

- If a student is caught cheating or is involved in any other unfair means during an examination then her paper will be cancelled and marked zero.

Misconduct Includes:

- Creating a disturbance.
- Giving or receiving help.
- Removing exam materials or notes from the testing room.
- Taking part in an act of impersonation or other forms of cheating.
- Failing to follow the directions of the invigilator.
- Using books, unapproved calculators, headsets, rulers, listening devices, paging devices (beepers), mobile phones, recording or photographic devices, papers of any kind, or other aids.

Exam Coordinator