

## INSTRUCTIONS FOR THE EXAMS

1. During the exam period candidates will not have any lessons and will be allowed to leave school.
2. Punctuality: pupils need to enter the exam room at least 10 minutes before the beginning of the exam.
3. In case of illness, you must call the school half an hour before the exam at 0039 0332806221 and give the secretary your name and language section, the subject AND the name of the teacher. A medical certificate must be brought to school.
4. Pupils shall not enter the exam hall with outdoor clothes, caps, bags etc. School bags , coats, umbrellas, mobile phones etc. are to be left outside the examination room and have to be put in the assigned rooms. Attention: the school cannot be made liable for lost or stolen objects. Therefore it is advisable not to bring valuable things to the examination.
5. Before entering the exam room, consult the seat plan to find your seat. On entering the examination room candidates must go directly to their places and sit down quietly. No notes may be made until after the questions have been handed out and the exam has officially started. Do NOT turn your exam over until you are asked to do so.
6. Talking is strictly forbidden while exam papers are being distributed and throughout the examination. You are not allowed to borrow items from other candidates or in any way disturb them. Any kind of communication between one candidate and another may result in total disqualification from the examination and /or a mark of zero . Candidates who wish to ask a question or communicate with an invigilator must remain in their seats and raise their hands.
7. Candidates who wish to hand in their scripts before the end of the examination will leave the room quietly and will avoid gathering around the exit. The scripts can not be handed in during the first hour nor during the last 10 minutes.
8. Pupils are permitted to go to the lavatory during the examination but only one at a time and not during the first 30 minutes and the last 10 minutes of an examination. You will not be allowed to go to the toilet during the Mathematics examination, Part A, (the one without the technological tool). You will not be allowed to go to the toilet more than once during the same examination. Each visit to the toilets will be noted on an official document.
9. Candidates are allowed to eat and drink during an examination provided this does not disturb others.
10. Candidates should be familiar with the correct use of the calculator TI-nspire CAS (for Mathematics, Physics, Chemistry, Biology, Geography and Economics).
  - Before entering the hall: show the calculator to the invigilator to check that it is in 'NORMAL' mode (light off)
  - When you are seated, press the buttons for the 'Press-to-test'- mode.
11. You must stop writing once an examination has been declared finished by the invigilators. At the end of the exam, pupils stay seated while the supervising teachers are collecting the scripts and draft papers (no other documents will be taken into consideration at a later moment).
12. Scripts handed in at the end of the examination must be written in black or blue ink (no erasable ink).
13. If caught cheating or attempting to cheat , a mark of 0 (zero) will be awarded for the examination paper in question. Bringing notes or mobile phones in the exam room will be considered an attempt to cheat. It is not permitted to bring any other material than the one required for the exam, see the school website ([www.eurscva.eu](http://www.eurscva.eu)).

**All cheating or attempts to cheat will be immediately sanctioned by a zero-mark (0).**

**Other disciplinary measures can also be taken.**