



INSTRUCTIONS FOR STUDENTS DURING THE EXAMS ES VARESE

1. During the exam period, candidates will **not have any lessons** and will be allowed to leave school at the end of their exam time. However, students with two exams on the same day cannot leave school between exams.
2. Students 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 0332 806221 and give the secretary your name and language section, the subject AND the name of the teacher. A medical certificate must be sent to the Medical Centre to justify a sickness (var-medcentre@eursc.eu). See Article 30 of the General Rules regarding absences from exams.
4. Pupils shall **not enter** the exam hall with **outdoor clothes, caps, bags, school bags, coats, umbrellas, mobile phones, smartwatches**, etc. They need to be left outside the examination room and should be placed in the assigned spaces. **Attention:** the school cannot be liable for lost or stolen objects. Therefore, it is **advisable not to bring valuable things** to the examination. Students should use their lockers.
5. Before entering the exam room, **consult the seating plan to find your seat**. On entering the examination room candidates must go directly to their places and sit quietly. **No notes may be made** until after the questions have been handed out and the exam has officially started.
6. **Talking is strictly forbidden**, while exam papers are distributed throughout the examination. Students are **not allowed to borrow items** from other candidates or in any way disturb them. Any communication between one candidate and another may result in total disqualification from the examination and a mark of zero awarded. Candidates who wish to ask questions or communicate with an invigilator must remain in their seats and **raise their hands**.
7. If caught **cheating or attempting to cheat**, a mark of 0 (zero) will be awarded for the examination paper in question. **Also, other disciplinary measures could be taken.** **Bringing notes, mobile phones or smartwatches into the exam room will be considered an attempt to cheat.**
8. Candidates who wish to hand in their scripts before the end of the examination must raise their hand to have their exam collected by the invigilator. Candidates will leave the room quietly and will avoid gathering around the exit. **The scripts cannot be handed in during the first hour nor during the last 10 minutes.**



9. Pupils are permitted to go to the toilet 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 (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.**

10. Candidates can eat and drink discretely during an examination, provided this does not disturb others.

11. Candidates should be familiar with the correct use of their calculator (for Mathematics, Physics, Chemistry, Biology, Geography and Economics). It is **your responsibility to charge your calculator beforehand. Students should know how to place their calculator in and out of exam mode.**

-Before entering the exam 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.

12. It is not permitted to bring any other material than the one required for the exam; see the school website [Exams and test calendar – Ciclo Secondario \(eurscva.eu\)](http://eurscva.eu). The booklets for science/maths are provided by the school.

13. 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 collect the exam papers (no other documents will be considered later). **You are only allowed to leave with the permission of the invigilator.**

14. Scripts handed in at the end of the examination must be written in black or blue ink (no erasable ink). Correction fluid should not be used.

15. Students should leave the exam hall promptly and respectfully to not disturb students with extra time.