



# Procedures for Block Exams

## *Student Contract*

- I understand that normal school rules for attendance apply during block exams
- I will follow the rules and guidelines of being on block exams as outlined below
- I am aware that the privilege of being on block exams will be taken away from me if I do not abide by the rules listed below

1. You agree to come to school in your **complete correct uniform**
2. Exam timetables can be found on the school intranet and via email
3. If sick for an exam, the school will be notified by 8:30am the day of the exam. A medical certificate **must** be given to student reception upon returning to school or earlier
4. There is homeroom during exam block. If there is an exam in the morning or if coming to school by 8:30am, homeroom must be attended. If coming to school after homeroom, it is your responsibility to go to student reception and sign in
5. The morning notices are available outside of student reception and should be read upon coming to school if not attending homeroom
6. Once you are at school, you are to remain at school, unless you have prior written permission to leave if wanting to return before 2.55pm. If leaving without written parental permission, you do not return prior to 2:55pm if catching a school bus or getting a lift home
7. If leaving school prior to 2:55pm you **must** sign out at student reception
8. When not at school you are to be out of school uniform
9. When at school, study in the library is to be done quietly
10. Lunch breaks are during normal school times when at school
11. When in the library, **bags are to be left outside.** No food or drink is to be consumed whilst in the library
12. **Mobile phones** are to be handed into student reception or locked in your locker. If they are in the exam then it will be considered as cheating
13. **Smart Watches** are not to be worn during exams. If they are in the exam then it will be considered as cheating.

***Students** - by signing below you agree to follow the above rules and guidelines*

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Student Signature*

***Parents** – by signing below you have read and understood the above guidelines and privileges your child must follow during block exams*

\_\_\_\_\_  
*Parent Name*

\_\_\_\_\_  
*Parent Signature*