



San Ġorġ Preca College

Blata I-Bajda Middle School

T: 21239819 E: sgpc.bbajda.ms@ilearn.edu.mt W: <http://sgpc.blatalbajda.skola.edu.mt>

Examination Rules

Dear students,

Here is the list of rules that you must follow during exams.

1. It is very important for you to check that you have your exam timetable and that you are prepared for your examinations. You need to know which exam or exams you have on that particular day. This is your responsibility.
2. The first bell will ring at 8.20 am and you have to check the noticeboard for your Form before the exam. It is important that you know the Track (1, 2 or 3) or Level (CCP, Level 5-7, Level 6-7 or Level 7-8) as well as the name of your teacher to write on the examination booklet.
3. You must go to the room/class indicated on the noticeboard and there you will find teachers waiting to help you settle down for the exam.
4. Give your name to the teacher in the examination classroom and she/he will tell you where you must sit. It is important to remain in the place the teacher tells you to sit in as changing seats might result in being marked absent or getting the wrong paper.
5. The teacher will then take attendance and then begin to give out the exam papers. It is important not to start before the teacher tells you to start writing or reading the paper. The second bell must ring before you can begin the exam.
6. Make sure that you are on time for every exam. If you do come to the exam late, the teacher will tell the teacher in the corridor to mark you present.
7. You will not be given extra time if you do not have a valid reason for coming to the exam late.
8. You are encouraged to remain in the room until the time for the exam is over. You are meant to be checking your paper during this time.
9. When the exam is over, you are to go to the ground and you have to wait there till it is time to get ready for the second exam. The bell will ring again and you will need to check the noticeboard again to check your Track/Level, the name of your teacher and room you must go to for the

second exam. Then you must go to the exam room and sit where the teacher tells you to until the second bell rings to signal the start of the second exam.

10. If you are going to leave school after the exam, it is important to have the permit given to you by the school which you have to keep with you at all times. If you need to wait for transport, then you have to wait in the ground until it is time for the transport to arrive.

During the exams, you...

1. Are not to take items which are not authorised into the examination classroom such as books, notes, electronic devices – such as mobiles, tablets or MP4s. If you are caught with such items you will be stopped from continuing the exam and will be penalised.
2. You are not to copy during exams. You cannot talk to your classmates **at all** during exams and you are not to distract the other students even though you are ready from your examination. If you do any of these things, there will be serious consequences.
3. You have permission to go to the toilet during exams but the corridor attendant (teacher in corridor) will have to make sure that there are no other students in the corridor or bathroom before you are allowed to go.
4. You cannot eat at all during exams but you can drink water if you ask for permission from the teacher first.
5. You can use your calculator in exams where it is needed.
6. You will be given all the papers you will need during the exam itself and you only need to bring pens and pencils to write with.
7. Your schoolbag must be left at the front of the classroom and not near your desk.
8. You have to write your name and surname on the paper and you must check that you have filled in everything. It is particularly important to check that you have not left anything out by mistake and that you have filled in your information on the first page of the examination paper (your name and surname, your class and the name of your teacher).
9. During exams it is very important not to copy other student's work and you cannot borrow material from other students. If you are caught talking/copying then the assistant head will be informed and there will be consequences.

10. Always raise your hand to get help from the teacher or permission to do something.
11. No paper given to you during exams can leave the examination classroom (even rough paper must be given to the teacher).

If you are sick and are absent for an exam...

1. You must present a doctor's certificate for **every** day you are absent for an exam (not including study days when you are meant to stay at home).

Oral Examinations

1. You must check the noticeboards for your Form and find the room number for the room in which you must wait before beginning your oral exam. There (in the waiting room) you will be told what to do and where to go for your exam.
2. It is important to be quiet while waiting for your exam to start.

You are to follow all school rules even with regards to the uniform. You are to wear the full school tracksuit as expected throughout the scholastic year.



Ms A. Borg Gaffarena
Head of School