

## GENERAL INSTRUCTIONS FOR SCHOOL INTERNAL EXAMINATIONS

### Rules & Regulations

Candidates must comply with all rules and regulations stated below. Non-compliance may result in suspension of exam, expulsion from exam room, prohibition from taking subsequent papers, penalty of marks or termination of results.

1. **Reporting time.** Candidates are to be in their seats at least 10 minutes before the commencement of the exam. No extra time will be given to latecomers.
2. **No possession of unauthorised equipment/device** capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information. E.g. mobile phones, cameras, smart watches/glasses, pen with image capturing or audio recording capabilities, etc. Candidates are to ensure that these devices are kept in their bags and switched off during the whole duration of the exam.
3. **No possession of unauthorised reference materials/notes.** E.g. conversion table/mathematical formula sheet enclosed in or printed on mathematical instrument box, notes written on parts of body, clothes, stationery/belongings, tables/chairs etc. Candidates are to use a transparent pencil case/zip lock bag to hold their stationery.
4. **Code of Conduct during examination**
  - 4.1 Observe silence at all time during the exam. Do not communicate with other students. If there are queries, candidates are to raise their hands and clarify with the invigilator.
  - 4.2 Personal belongings are to be placed neatly at the front of the classroom or side of the hall.
  - 4.3 Adhere to school rules with regards to attire and grooming.
  - 4.4 Remain silent during the distribution and collection of exam papers.
  - 4.5 Ensure that the correct subject paper is given and read the instructions on the cover page carefully upon receiving the question paper.
  - 4.6 Do not start writing until you are told to do so by the invigilator at the start of the paper.
  - 4.7 Stop writing immediately when you are told to do so by the invigilator at the end of the paper. If you need to write your name, class and index number, raise your hands to make a request to the invigilator. Any such attempt after the instruction to stop writing can be construed as disobedience to invigilator's instruction.
  - 4.8 No sharing of stationery (including calculator and dictionary) is allowed.
  - 4.9 Write in dark blue or black pen. Erasable ink pen is not allowed. Avoid using correction tape or fluid on the answer script or writing paper as it may affect the legibility of the answers.
  - 4.10 Do not leave any sheet of your answers or diagrams in such a position that another student can read them.
  - 4.11 You are strongly discouraged to go to the toilet unless absolutely necessary.
  - 4.12 Do not take away any question paper or writing material after the exam.
  - 4.13 Any cheating or misconduct (include attempting to cheat, disobeying of invigilators' instructions, disrupting the conduct of exam etc.) will be severely dealt with.
5. **Use of Scientific Calculators / Dictionaries**
  - 5.1 Only SEAB-approved Calculators and Dictionaries are allowed (refer to <https://www.seab.gov.sg/> for approved lists).

- 5.2 Ensure calculator or electronic dictionary is in good working condition.
- 5.3 Any enclosed instruction leaflet for calculators must not be carried into the exam room.
- 5.4 There must be no annotations on any page of the dictionary.
- 5.5 Use of calculator/dictionary is only allowed when its use is clearly stated in the paper.

## **6. Instructions for Unexpected Situations**

- 6.1 Candidates must inform the school (at tel: 6261 2489) when they are unwell or unable to sit for their papers. They must produce a medical certificate or the relevant certified documents to prove that they are unfit or unable to sit for the examination. Failure to do so may result in termination of results.

In the event of a major train breakdown or any other unexpected situations where candidates are not able to reach the school on time for the examination, candidates must notify the school