

Title: EXAMINATION RULES & ACADEMIC HONESTY POLICY	Issue Date: 1/8/2019
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EXAMINATION RULES AND ACADEMIC HONESTY

Examinations are an essential part of the learning experience. Proper decorum are expected from students as they enter the exam room, take the test and leave. The following are specific guidelines for students before, during and after the examinations.

Before the examinations

- Students are expected to come in the examinations room *on time, prepared* and in their proper uniform (appropriate dress code and ID).
- If there is a necessity to go to the washroom, students are encouraged to take personal time prior to the examinations as they might not be allowed to go out as the exam progresses.
- Students are then instructed to sit as per their respective roll numbers. Invigilator does a roll call and takes the attendance.
- After everyone settles down, the invigilator shall call the students' attention regarding exam rules, noting, specifically that academic honesty must be practiced at all times.
- Thereafter, exam papers are distributed.

During the examinations

- As soon as the student receives the exam paper, he/she must legibly write the necessary information (i.e., name, date, roll number).
- He/She must read through the questions so he/she can have a solid insight as to what is expected throughout the exam.
- Students must maintain silence all throughout the exam period and must focus on answering the exam paper.

After the examinations

- If the student finishes the exams earlier than expected, he/she is encouraged to revise his/her answers. This will significantly improve his/her score since he/she can identify and rectify mistakes committed as the exam is taken.
- Students are still expected to maintain silence and remain seated until the invigilator instructs them otherwise during dismissal.
- When the invigilator signals that the time is up, all students must stop from writing and submit the paper as per the given instruction (e.g. pass the paper forward).
- In case of End-of-Term Exams, students on bus transport are first requested to leave the testing room then those who are on own transport is asked to do the same thereafter.

Sanctions on violation of the academic honesty

Academic honesty is to be practiced and no form of cheating is acceptable. If found cheating on an exam, school shall take strict disciplinary actions and the student may forfeit the chance of seating the test.

At the instance the invigilator observes any malpractice, the students attention must be called and all related materials relevant to the malpractice (e.g. cheat sheet) shall be collected. Relevant information must be noted and reported to the Vice Principal who shall then investigate the incident after the exam.

If proven that the student indeed engaged in malpractice, parents will be invited for a meeting, proportional marks will be deducted from his/her exam paper and, in grave cases, will likewise be suspended from the class as soon as the regular schedule resumes.