

Code of Conduct for Examinations 2020

Every Gabrielite participates in examinations to determine his progress after a period of learning. Every Gabrielite takes his examination together with other Gabrielites in the class/cohort. He must be responsible and play his part in ensuring the examination takes place fairly and securely.

For each examination, the period begins from the first examination paper (including Oral examinations) to the end of the checking of examination scripts by students.

The following is the code of conduct expected of every Gabrielite throughout the entire examination period.

General Expectations

- Students sitting for examinations must adhere to the school rules and regulations with regards to attire, hairstyle, accessories etc.
- Students must be in their school shirt and shorts / pants for their examination.
- The Teacher-Invigilator reserves the right to bar any student who is guilty of improper conduct from the examination venue. The student may also be barred from subsequent papers.
- Students who are caught cheating or deemed to have committed a dishonest act will be considered to have committed a serious offence and will face serious consequences.
- A student who is absent for examinations (or class tests) must produce a valid medical certificate (MC) from an authorized medical doctor to cover the period of absence. Otherwise, he will be given zero marks for the paper(s) that he has missed. A letter of excuse from parents/guardians is NOT acceptable.
- The following are other valid reasons for absence during examinations:
 - Suspension;
 - police case; and
 - bereavement matters.

All the above absences must be verified by the Year Head of the cohort and supported by documentary evidence).

Before the commencement of the examination

- Students who report more than 30 minutes after the examination has commenced may not be allowed to sit for the examination.
- Students are to report to their examination venue at the 'Reporting Time' stated in the examination timetable.
- Students are to wait outside the venue quietly before the invigilator opens the examination venue. Students are NOT allowed to enter the examination venue without the permission of the invigilator.
- Students who are late will not be given extra time for their examination.
- Students must be seated at least 10 minutes before the start of the examination.
- Students must observe absolute silence at all times during examinations.

- Once seated, students who communicate with each other, verbal or non-verbal, are deemed to have committed a dishonest act, which is a serious offence and the students involved will face serious consequences.
- Students' desks must be cleared of all books and notes.
- Students are to bring their own writing and mathematical instruments such as calculators, set-squares, compasses, protractors, and rulers for the examination.
- Electronic and communication devices capable of displaying, storing, capturing and/or transmitting visual, audio or verbal information, such as mobile phones, cameras, tablets, smart watches/glasses are not allowed.
- Students, whose papers begin in the later part of the morning or in the afternoon, are required to report to the examination venue by the stated 'Reporting Time', which is approximately 15 minutes before the commencement of the examination.
- Students must switch off their mobile phones and keep them in their bags, which are to be placed at the back of the school hall or in front of the classroom, before the start of the examination.
- Students must inform the invigilator immediately if:
 - they are issued the wrong question paper, OR
 - they are issued a question paper that does not contain the number of pages or question specified in the cover page, OR
 - they are issued a question paper not scheduled to take place at that time or day, OR
 - they are not issued supplementary materials (such as graph paper, map or drawing paper) as required in the question paper.
- Students are not allowed to remove any writing paper, used or unused, from the examination venue. Removal of such material from the examination venue will be considered a dishonest act which is a serious offence and the students involved will face serious consequences.

During the examination

- Students must observe absolute silence at all times during examinations.
- Students caught in possession of unauthorized materials (such as notes, files, etc.) or any electronic and communication devices, other than those used for the examination, are deemed to have committed a dishonest act.
- Students who communicate with each other, verbal or non-verbal, are deemed to have committed a dishonest act, which is a serious offence and the student involved will face serious consequences.
- Students are only allowed to use scientific calculators and dictionaries approved by Singapore Examinations and Assessment Board (SEAB) with approval stickers issued by school during the examination. The list of approved calculators can be found on the following SEAB website.

https://www.seab.gov.sg/docs/default-source/documents/guidelines_calculators.pdf?sfvrsn=d1864e5_8

https://www.seab.gov.sg/docs/default-source/documents/list_of_dictionaries_for_examination.pdf?sfvrsn=cc8b47b6_4

- Students are to raise their hands and clarify with the invigilator if there are any queries.
- Students are not allowed to borrow stationery items from each other.
- Students are not allowed to go to the toilet, unless absolutely necessary.

- Students are to use dark blue or black ink when writing their answers. Pens / pencils of other colours may be used for maps, diagrams, drawings and sketching only.
- Pen with erasable ink, correction tape and correction fluid are not to be used.
- Students are not to leave any sheet of the answers or diagrams in such a position that another student can read them.
- Students must stop writing immediately when told to do so by the invigilator at the end of the paper.
- Students are required to write their names and register numbers and class on every page of their answer scripts.
- Students are to label all question numbers correctly beside each question they attempted.

After the Examination

- Students must observe absolute silence at all times during examinations.
- At the end of each paper, students are to remain quiet and ensure that all scripts are handed in and accounted for by the invigilator.
- Students are not allowed to leave the examination venue until all scripts are collected and accounted for, at the end of the examination.
- Students who communicate with each other, verbal or non-verbal, before their dismissal are deemed to have committed a dishonest act, which is a serious offence and the students involved will face serious consequences.
- No student is allowed to take any writing paper, used or unused, out of the examination venue.
- Students are reminded to leave quietly and do not disturb the other students who might still be sitting for their papers, including those students in other examination venues.
- After the last paper of each day, students are to leave the school immediately and not loiter in the vicinity of the school or neighbourhood.

Checking of Examination Scripts

- On the first day of return to school after the last paper, students will be checking their examination scripts.
- Students must observe absolute silence during the checking of examination scripts.
- Students must switch off their mobile phones and keep them in their bags, which are to be placed in front of the classroom, before the start of checking of the examination scripts.
- Students may have their school handbook with them when checking their examination scripts.
- Students are to use ONLY green pen during the checking of scripts. All other writing material (including multiple coloured ink pens with switchable ink) are NOT allowed.
- Students can make corrections on their answer scripts. Any unauthorized alterations to answers or marks will be deemed as a dishonest act, which is a serious offence and the student involved will face serious consequences.