

APPENDIX E1 – CONDUCT OF THE EXAMINATIONS (YEAR 1 TO 4)

1. **ALL CANDIDATES** must be at their seats at least FIFTEEN minutes before the commencement of each paper.
2. No extra time whatsoever will be allowed if candidates are late for the examination and if candidates are more than half-an-hour late, they will not be permitted to take the examination. For Listening Comprehension Examination, candidates who are more than 5 minutes late will not be permitted to take the examination.
3. Candidates are to be seated according to their register numbers as arranged by the Class Tutor.
4. Candidates must be in school uniform and have a proper hairstyle.
5. All bags, books, files and any other reference materials are to be left outside the exam venue e.g. hall or outside the classroom, along the corridor, Science lab etc. Books, notes, files etc are to be kept in bags or lockers.
6. Candidates are not allowed to borrow stationery, calculators or other equipment from other candidates during an examination. All stationery items such as pens and pencils are to be put in a clear, transparent holder.
7. Candidates must inform the Invigilator immediately if:
 - (i) a question paper they have not entered for is handed to them.
 - (ii) a question paper they have been issued with does not contain the number of questions and/or printed pages specified on the front page.
 - (iii) they are not issued with all the materials which are stated in the question papers, e.g. maps.
8. Candidates must write clearly their class, index number and name (as in register) on each page of the answer script. The name of the subject must be written on the first sheet of each set of writing paper and on any loose map or squared paper.
9. Candidates must write on both sides of the paper, unless the rubric of the question paper prohibits this. They must leave a margin at both the right hand and the left hand edges. Candidates must begin the answer to each separate part of a question on a fresh line and leave a blank space after the answer of each question.
10. Candidates must write the number of the question clearly in the left hand margin at the beginning of each answer. Candidates should not copy the question, but must use the same system of numbering as that in the question paper. Marks will be deducted for not numbering or inaccurate numbering.
11. Candidates are reminded that handwriting and spelling will be taken into account in the award of marks.
12. Candidates must not leave their answer scripts in such a position that another candidate can read it.

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13. Correcting fluid or tape and red ink pen or pencil must not be used during the examination. Marks will be deducted if this is not adhered to. Pencils are allowed only for drawing of diagrams and shading of answers for multiple choice questions.
14. As soon as candidates are told to stop writing, they must arrange their answer scripts and fasten them together at the left-hand top corner. Candidates must be seated and must observe SILENCE while their answer scripts are being collected.
15. Candidates are not allowed to leave the Examination Room before the end of the period allotted to the paper.
16. Unused writing papers must be returned to the invigilator and all unwanted writing papers must be discarded before leaving the examination room.
17. A candidate may be expelled from the exam room, refused entry for subsequent papers and have his papers cancelled if he is detected for dishonesty, i.e. he has either copied from other candidates or he has given opportunity to other candidates to copy from him or he has communicated dishonestly with other candidates.
18. For Science Practical Examinations, a candidate must not take out of the Science labs, any materials (including writing papers). Students must observe the “Out-of-Bounds” signs and are not allowed to enter the Science labs during the period when the practical examinations are being conducted.
19. Candidates are not permitted to have in their possession, within the examination room, quarantine room, waiting room:
 - (a) any unauthorised electronic, communication, entertainment or gaming devices capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information. Examples include mobile phones, cameras, tablets and smart wrist watches/glasses, pen with image capturing capabilities.
 - (b) any unauthorised reference materials/notes even if the candidate does not intend to use them. All stationery/belongings taken into the examination room (e.g. pencil case, calculator cover) must not have any unauthorised notes/information written on them. These include conversion table/mathematical formula sheet enclosed in or printed on mathematical instrument box, any study notes or any question papers.
20. Candidates who are absent for any paper will get ZERO for that paper. Absence from examinations will impact a student’s eligibility for scholarships and awards.
21. Candidates are to submit question papers before leaving the examination room.
22. Applications for **Access Arrangements** for candidates with specific learning needs for major school-based examinations must be made at least 5 weeks in advance of the examinations. Access arrangements are subject to review and approval by the School Exam Committee and will require necessary documents to support the application. There will be no access arrangements for class tests.

APPENDIX E2 – CONDUCT OF THE EXAMINATIONS (YEAR 5 & 6)

General

1. Candidates must know their registration category and session number.
2. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
3. No form of refreshment may be taken into the examination room. (At the discretion of the Diploma Programme coordinator, drinking water is permitted.)
4. Candidates may take to their desk/table only the following items in a clear, transparent holder:
 - general stationery (for example, pen, pencil, eraser, geometry instruments, ruler), but correcting fluid is not permitted
 - a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
 - other materials specified by the IB as required for a particular examination (for example, an electronic calculator).

If required by the coordinator/invigilator, any item brought into an examination must be available for inspection. This includes electronic calculators.

5. The following rules apply to the use of electronic calculators.
 - Candidates must not use or store data, programs or applications in their calculators that may assist them in an examination by removing the need to recall facts or formulae that are not provided in the examination materials.
 - Examination questions must not be stored or recorded in the memory of a calculator.
 - During an examination, no attempt must be made to conceal information or programs stored in a calculator.
 - If required by the coordinator/invigilator after an examination, a candidate must provide a list of information and programs stored on the calculator.
6. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/invigilator and remain seated until permission is given to leave the examination room.
7. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examination.
8. Five minutes' reading time is permitted for all examinations except multiple choice examinations. Reading only is permitted during this time.

Arrival

9. Candidates must arrive in time for the start of an examination. Late arrivals may not be permitted.

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Temporary absence

10. In cases of emergency, at the discretion of the coordinator/invigilator, a candidate may be allowed to leave the examination room and return. The temporary absence of a candidate will be recorded by the coordinator/invigilator.
11. A candidate will be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.
12. During a temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

Academic misconduct

13. During the examination, and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute academic misconduct, resulting in appropriate action by the IB.
14. All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute academic misconduct, resulting in appropriate action by the IB. The impersonation of another candidate will be treated as a breach of regulations.
15. If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), this material must be given to the coordinator/invigilator immediately. Failure to do so may lead to an allegation of academic misconduct against the candidate.
16. No candidate is permitted to borrow anything from another candidate during an examination.

Early departures

17. Candidates will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. If the duration of the examination is less than one hour, candidates will not be allowed to leave during the examination.
18. If a candidate leaves the examination before the scheduled finishing time, the candidate will not be allowed to return.

End of the examination

19. It is the responsibility of the candidate to ensure that the front page of their coversheet is correctly completed prior to departure from the examination room.
20. Candidates must give all examination papers, answer sheets, multiple choice answer sheets and rough notes to the coordinator/invigilator at the end of the examination. (Rough notes are not submitted for assessment.)
21. Candidates must leave the examination room in a quiet and orderly manner.
22. Candidates must not disclose or discuss the content of any examination paper with any person outside their immediate school community within 24 hours of an examination ending. This includes any form of communication, whether verbal, written or electronic.

ACADEMIC HONESTY

Academic Honesty is based on respect for others and for yourself. You have a responsibility to acknowledge any material which is not your own and you need to be aware that there are serious consequences if you fail to do this. Academic Malpractice includes such things as cheating, collusion and plagiarism and any other form of academic malpractice. Cheating is using a source or work belonging to someone else. “Borrowing” someone else’s work and presenting as your own is cheating. Using forbidden materials in an examination is also cheating. An example of collusion would be working as part of a group but presenting the findings of the group as solely your own. Allowing your work to be copied by someone else is also an example of collusion. Plagiarism is probably the most serious form of academic malpractice. This is the representation of the ideas or work of another person as your own. In all cases work must be appropriately acknowledged. In all cases we rely on your integrity and honesty and ultimately your respect for yourself to make sure that you are acting as a principled student of SJI.

SJI TREATS CHEATING, PLAGIARISM AND ALL OTHER FORMS OF ACADEMIC DISHONESTY SERIOUSLY AND THEY ARE CATEGORISED UNDER THE SERIOUS (CATEGORY TWO) OFFENCE. APPROPRIATE DISCIPLINARY CONSEQUENCES WILL BE METED OUT ACCORDINGLY.