

one
school
one family



CLIFTON
Scholarship
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Community

CLIFTON EXAMINATIONS

**EXAMINATION REGULATIONS
AND
INSTRUCTIONS TO CANDIDATES**

This booklet is based on the IEB Examination Regulations and contains the complete timetable, the Examination Regulations and General Instructions for the November Examinations.

Please note that

- You must know the dates and times that your subjects are written, as it is your responsibility to be present at the correct time and place.
- You must arrive at least 30 minutes before the official start of each examination.
- The First Session begins at 08h00 and ends at 11h00.
- The Second Session begins at 12h30.
- The conclusion of the examinations depends on the allocated time (see the May/ June Examination Timetable, below).
- A period of 10 minutes before the official start of the examination will be allowed for reading time. You may not highlight or make notes during this time.
- You may not be in possession of a cellular phone, iPad or any other similar electronic device for the duration of the examination. All devices must be switched off (**not placed on silent**) and handed to the Invigilator prior to the start of the examination.
- No explanation of examination questions may be asked or given.



EXAMINATION REGULATIONS AND INSTRUCTIONS TO CANDIDATES

1. **Absence from an examination**

If you miss an examination as a result of illness, a medical certificate is required. You will also then be required to write the examination at a later stage.

2. **Latecomers**

Candidates who arrive late must report to the Invigilator before being admitted into the room.

3. **Seating**

Unless otherwise directed by the Invigilator, you must occupy the seat initially assigned to you.

4. **To attract Invigilators attention**

To attract the attention of the Invigilator, remain seated and raise your hand.

5. **Leaving the examination room**

You may only leave the room to go to the toilet. You may not go during the first hour or the last half hour of the examination.

6. **Stationery**

- (a) Answer booklets will be issued by the Invigilator.
- (b) All other requirements must be provided by the candidate.
- (c) A non-programmable, scientific calculator may be used when necessary.
- (d) Engineering, Graphics and Design: approved drawing instruments, set squares, protractors, scales, flexi curves, erasers, pencils, drawing pins and approved calculators may be used.

7. **Permissible items in the examination room**

- (a) Stationery and other equipment in a transparent pencil case or plastic sleeve.
- (b) Water in a transparent water bottle.

8. **How to use an answer booklet**

(a) **Front Cover:**

Enter in the spaces provided

- Your name,
- The date, and

- Your subject teacher's name
- (b) **Margins:** Leave both margins on each page blank.
- (c) **Numbering of questions:** Number your answers exactly as the questions appear on the question paper.
- (d) **Spaces between answers:** Leave at least 1 blank lines between answers.
- (e) **Both sides of the paper:** Unless otherwise instructed, write in pen, on both sides of the paper. Pencil may only be used in the Accounting paper.
- (f) **Answer sheets and answer booklets:** Should any answer sheets or answer booklets form part of your answer,
- Write your name in the space provided, and
 - Place the answer sheets or answer booklets inside the front cover of your answer booklet.
- (g) **Deletions:** Should you make a mistake, draw a neat line through the mistake.
- (h) **Diagrams:** If you are required to draw a diagram, start it at the top of a page.
- (i) **Tearing of answer books:** No page or part thereof may be torn out of the answer booklet.
- (j) **Rough Work:** You may work in rough in your answer booklet. When it has been completed, draw a neat line through it and indicate clearly that it is rough work.

9. Questions to be answered

Answer the required questions only.

10. Explanation of questions

No enquiry related to the question paper may be addressed to the Invigilator.

11. Irregularities and Cheating

Any candidate who takes into the examination room, or has in his possession whilst in the room, any book, memorandum or notes of any description will be suspected of cheating. Any candidate who aids or attempts to aid another candidate or communicate in any way with another candidate will be suspected of cheating. This irregularity will be dealt with by the Invigilator and the Director of Studies in accordance with the Clifton Code of Conduct.

