

# EXAMINATION RULES

- a. **Attendance:** All learners must be present for the examination.
- b. **Silence:** Maintain silence in the examination room from entry until the end of the exam.
- c. **Prohibited Items:** Leave all books, bags, and personal items at the front of the classroom. Ensure you have no papers or unauthorized materials on your person or in your desk.
- d. **Conduct:** Maintain a calm and peaceful atmosphere conducive to writing the examination.
- e. **Identification:** Bring your identity card to the examination. You will not be allowed to take the exam without it.
- f. **Materials:** Bring only necessary writing materials. Do not bring any books or extra papers.
- g. **No Sharing:** Do not borrow or lend any items during the examination.
- h. **Question Paper Information:** Write your name and roll number on the question paper immediately upon receiving it. Do not write anything else on the question paper.
- i. **Leaving the Room:** No learner may leave the examination room before the end of the allotted time.
- j. **Unfair Means:** If caught using unfair means (cheating) in any examination, you will not be allowed to continue the examination and may be asked to leave the school.
- k. **Uniform:** All learners must be in full uniform during the examination.

## Cheating Policy:

Cheating is a serious offense. Any learner caught cheating will receive a zero mark for that paper and a "Poor" conduct grade.

## Examples of cheating include:

1. Attempting to obtain unfair assistance or behaving dishonestly.
2. Copying from another student or allowing your answers to be copied.
3. Possessing any unauthorized communication equipment, such as a palmtop, non-approved e-dictionary, or cell phone.

## Distribution of Term Marking Scheme:

	Internal Assessment	Orals	Summative
Class 1 & Class 2	70	10	20
Class 3 & Class 4	60	10	30
Class 5 & Class 6	50	10	40
Class 7 & Class 8	40	10	50

	Internal Assessment	Unit Test	Orals	Summative
Class 9	20	20	10	50

We, the parents/guardians of....., have read all the rules and regulations stated in the School Diary, and we shall abide by them.

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Parent Signature

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Parent Signature