<table>
<thead>
<tr>
<th>Time</th>
<th>Monday 5th August 2013</th>
<th>Tuesday 6th August 2013</th>
<th>Wednesday 7th August 2013</th>
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**Exam Schedule:**
- Exam will start no later than 8:30am.
- Exam will be 3 hours long.
- Please be ready to start after the exam ends.

**Correction Note:**
- Any exam that is not completed by 2:30pm on the day of the exam will be repeated on the next day.

**Exams for Fall Term:**
- All exams will be held on Tuesdays and Fridays.

**General Notes:**
- All exams will be held in the morning.
- No exams on Sundays or holidays.

**Additional Information:**
- All students must be present for the entire duration of the exam.
- Any student who leaves the exam room during the exam will not be allowed to return.

**Exam Cancellation:**
- Exams may be cancelled due to unforeseen circumstances.

**Emergency Procedures:**
- In case of an emergency, follow the procedures outlined in the school handbook.

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**Contact Information:**
For any questions or concerns, please contact the school administration at 123-456-7890.

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**School Policies:**
- All students must adhere to the school's policies and procedures.
- Any student violating the rules will be subject to disciplinary action.

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**Important Dates:**
- Monday 5th August 2013: First day of exams.
- Tuesday 6th August 2013: Second day of exams.
- Wednesday 7th August 2013: Final day of exams.

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**Exam Locations:**
- Exams will be held in the school auditorium.
- Additional exam rooms will be set up in the library and science laboratory.

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**Exam Regulations:**
- No snacks or drinks are allowed during the exam.
- Calculators are permitted, but only those approved by the school administration.

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**Final Thoughts:**
- Good luck to all students taking exams.
- Remember to stay focused and do your best.

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**School Logo:**
[Insert school logo]

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**School Name:**
[Insert school name]
Wauchope High School

Examination Rules, Procedures and Conduct

To successfully complete examinations at Wauchope High School, students need to be aware of these rules, procedures and conduct rules:

- **No Year 7 to 10 students are permitted to leave the exam room early. Seniors may not leave in the first 60 minutes OR last 30 minutes.**
- You should **consult your own copy** of the exam timetable to ensure that you attend all exams at the appropriate time and place;
- Students who **arrive late** must report to the teacher(s) on duty in the examination room as soon as possible. **No additional time** will normally be given. A **misadventure form** may be completed at the conclusion of the exam;
- If you are **absent** from school on the day of an exam you must **phone the Principal, Deputy Principal or Head Teacher Student Services** on that day and provide appropriate documentation on your first day back to school;
- Be prepared to complete missed exams on your return to school;
- Students who **behave inappropriately** may have **marks deducted** and/or be placed on detention. Parents will be contacted;
- Exam booklets or A4 sheets will be supplied for senior exams, when required. **Blue and black pens** must be used. All necessary stationery must be in a **clear plastic sleeve**;
- **Students must provide their own calculator for courses that have this requirement**;
- Senior students are not required at school when they are not doing an exam;
- Junior students must remain at school during breaks in their exams;
- Senior students should assemble **15 minutes prior** to the advertised starting time of their exam;
- Senior students must complete an Attendance Slip prior to commencing each Examination;
- **Full school uniform must be worn**;
- **Students are responsible for checking that all sections of their exam answers are handed to the supervising teacher at the conclusion of the exam.**

You Must:

- Follow the day to day rules of the school;
- Remove all essential exam equipment from your bag outside the hall;
- **Turn off mobile phones and other electronic items and leave them in your bag**;
- Place bag at the back of the examination room or as instructed by supervisors;
- Follow the supervisors instructions at ALL times;
- Sit at the desk allocated to you;
- Behave in a polite and courteous manner during the exam;
- Make a serious attempt to answering all questions in the examination;
- Only use an approved calculator that is silent, battery or solar powered, has been switched off and had all storage facilities cleared before entry into the exam;
- Bring your materials in a clear plastic sleeve or in your hands.
- **At the conclusion of the exam place all loose sheets of writing paper together inside the exam paper. Your name must be written on all pages.**
- **All scrap paper or working sheets must have your name written on each page and placed inside your exam paper.**
- No paper is to leave the exam room and no paper is to be thrown in the bin.

You Must Not:

- Speak or communicate to any other person other than the supervisors after entry into the exam;
- Eat in the exam room, unless you have a medical condition requiring food at frequent intervals, you may however bring a clear water bottle which contains water only;
- Behave in a way likely to disturb the work of others or upset the conduct of the exam;
- Take into the exam room any books, notes, dictionaries, electronic dictionaries or other equipment unless stated by your teacher.