

# PICTON HIGH SCHOOL

Creating Opportunities Achieving Success



## EXAMINATION INSTRUCTIONS

### Absent

If you are absent on the day of an examination you need to notify Mr Wilson or Student Central at school within 24 hours. A doctor's certificate then needs to be provided to Mr Wilson upon your *immediate* return to school.

### Unable to sit an exam due to a clash

If for whatever reason there is a clash with the examination timetable due to TAFE or another examination clash, you must notify Mr Wilson in person, at least 48 hours prior to the scheduled examination.

### Important examination tips to remember

- Make sure you turn up to your scheduled exam at least 20 minutes prior to the commencement time.
- All examinations are in the school hall unless you are notified otherwise.
- No phones or electronic devices are allowed on you or at your desk. They must be switched off and in your bag.
- All bags are to be left at the back of the hall during the examinations.
- Only water bottles with no labels are allowed at your desk and must be clear.
- No examination book or writing book is allowed to leave the room.

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**Change of examination date:**

Student Name: \_\_\_\_\_

Examination Subject	Original Date	New Date	Reason	Subject HT Signature

Mr Wilson's Signature: \_\_\_\_\_

**Note that this form must be completed and submitted in person to Mr Wilson a minimum of 48 hours prior to the start of the scheduled examination period.**

Revised: August 2018