

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: May 2018