

# EXAM SUPERVISION PROTOCOLS

1. Students must arrive on time (at least 10 minutes before the exam starts). If a student is not here on time to start the exam, he or she will not be allowed to take the exam. Any missed exams will need to be taken during the make-up period.
2. Students in grades 9-11 will take all of their exams in the gym. The desks will be grouped according to grade levels. Students in grade 12 will take all of their exams in room 335 (IB) and 333 (AD).
3. Students must be in school uniform to participate in the exams unless permission to be out-of-uniform has been given by the administration.
4. For students wearing long sleeves during the exam, the proctors should have them push the sleeves up prior to the start of the exam to demonstrate that they have nothing up the sleeve or written on their arms.
5. We will provide all paper that the students will use for the exam, including lined writing paper. Students are not allowed to use any of their own paper for the exam. Students are required to turn in any scrap paper or notepaper they used during the assessment. They are to walk out with what they walked in with and nothing more.
6. All mobile phones are to be switched off and collected by the proctors. Students may not pick the phones back up until they are leaving for the day—they may not have them once they finish an exam or even once every student finishes; they may touch them only as they are walking out the door **to leave school**. This means that the students may NOT have their phones back during the short break between exams. It is ONLY when they are leaving school that they may retrieve their phones. If a student claims that they do not have a phone, she or he will have to empty all of her or his pockets to verify this.
7. Students are not allowed to wear wristwatches during the exams. They must be removed and collected by the proctors prior to the start of an exam.
8. Any situation of cheating will result in a 0 on the exam. Any conversations during the exam, especially in Arabic, can be viewed as cheating and as these are final assessments, students will not be allowed to complete their exam; thus, a grade of zero will be assigned. Teachers will continually monitor/ supervise/ invigilate. We will not easily provide students a chance to make a poor decision.
9. If students bring something to read in case they finish their assessment early, they must leave the reading material in the designated location in the gym. They may only pick-up the reading material after their exam and any additional papers have been collected.
10. Bathroom breaks will be limited. Students must be escorted one at a time to the bathroom. Proctors will enter the bathroom with the students and wait until the student is finished.
11. The cafeteria and food vendors will be off-limits to all secondary school students during exams. Students should eat breakfast and bring a light snack for the break between exams.
12. Unless there is blood, a visible bone, or vomit, students will have to wait until the end of the day to see the doctor.

