



**Larkin Community College's Examinations Guidelines:
Instructions and Regulations for the Conduct of Students during Examinations**

1. It is each student's own responsibility to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the student intends to present himself/herself. No student will be admitted to the examination in any paper after thirty minutes of the time for that paper have elapsed.
2. No student may be authorised to leave the examination hall before the time appointed for the conclusion of the examination.
3. Student's must hand the answer book and question paper to the Supervising teacher on leaving the examination centre; the Supervising teacher should record on the cover of the answer book the time of departure from and return to the hall and the reason for the absence; the time lost by the student may not be compensated for at the close of the examination period.
4. A student must occupy during the entire examination the place first assigned to him/her by the Supervising teacher unless otherwise directed by the Supervising teacher.
5. A student should raise his/her hand if he/she wishes to attract the attention of the Supervising teacher during the examination.
6. The student's name should be entered on every answer book, map, drawing, or sheet of square paper used.
7. A student shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room: -
 - a. Any notes or mobile devices (ie Mobile phones or tablet devices) etc, except a calculator as permitted under the regulations.
8. At the conclusion of the examination each student should remain in his/her seat until the Supervising teacher has collected the answer book(s).
9. Students may use mathematical drawing instruments for all examinations.
10. The use of calculators is allowed in all examinations, subject to the following:
 - a. **Larkin Community College will not be responsible for the provision of calculators** or batteries.
 - b. The proper working condition of the calculator is the responsibility of the student.
 - c. Calculators must be silent and must not require the use of mains electricity supply.
 - d. Calculators may not be borrowed from other students during the examination.
 - e. Programmable calculators are prohibited.
 - f. Students must indicate on their answer books the make and model of any calculator(s) used in the examination.

This rule does not allow a student to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, iPads or similar devices are not permitted under any circumstances.