



November 2023

## STUDENT INSTRUCTIONS FOR EXAMS

1. Examinations take place in **the salle polyvalente**. Students arrive on time and enter in silence.
2. Students may not wear tracksuits, hats, caps, bags, satchels, mobile phones, watches, headphones or other valuables in the examination room. These must be left in the lockers. Only transparent cases or a plastic bag are permitted. The cloakroom next to the stairs is not for the use of pupils and is not supervised. The school is not responsible for theft. Pupils are allowed to bring a second jumper as the rooms will be continuously ventilated.
3. For S5 and S6: Before taking their seats in the salle polyvalente, students take their exam papers from the 'tray' labelled with the teacher's name. They then take their seats and place the examination papers face down on the table. They only turn over the papers at the signal from the educational adviser.  
For S7: Students sit down directly in the salle polyvalente; the questionnaires are distributed by the teachers once all the students are seated.
4. For S5 and S6: students must use a **graphing calculator** with specific functions. The school recommends the TI-84 Plus CE-T Python Edition. This is the only calculator that teachers have and teach how to use. If a student already has another calculator, its use must be approved by the maths teacher. Pupils should learn to use it on their own. Calculators may only be used for maths, physics, geography, chemistry, biology and economics exams in active exam mode.  
For S7: students have a **choice of three scientific calculators**: the TI-30X Pro MathPrint, the TI-36X Pro and the Casio FX-991 EX Classwiz for maths, physics, geography, chemistry, biology and economics exams only, in active exam mode.
5. During the examination, it is forbidden to:
  - drink anything other than water (in a clear bottle);
  - use sheets other than those provided by the school;
  - communicate with other students (any requests for explanations will be addressed to the supervising teachers);
  - borrow equipment from other students (calculator, pen, etc.);
  - to leave the examination room before 2/3 of the allotted time has elapsed.
6. For S5: The toilets will remain closed for the duration of the exams.  
For S6 and S7: During examinations, toilets will remain closed for the first hour of the examination. Each visit to the toilets will be noted in the examination record.

For S5, S6, S7: In the event of a foreseeable health problem, the student is asked to inform the educational advisor responsible before the start of the test, and to provide him/her with a medical or parental certificate.

7. **On each examination sheet**, students must correctly fill in their surname, first name, class, subject and teacher's name. If more than one sheet is used, please ensure to number and insert them all into the cover booklet. **All papers must be returned**, including drafts! Copies handed in must be written in black or blue ink, never in pencil (except for graph paper, sheet music and artwork). Fluid/rubber or correction pens and erasable pens are forbidden.
8. If several students leave the examination room at the same time, they will do so in silence and, out of respect for those who have not yet finished, will not remain in the vicinity of the examination rooms.
9. If, before the end of the exam, a student wishes to hand in his or her paper, he or she must inform a teacher in charge of supervision, who will take the exam and the draft sheets before authorising the student to leave his or her seat and the room.
10. During the **last 10 minutes of** the exam, no one is allowed to leave the room. The educational advisor for the level concerned will remind you of this.
11. At the end of the test, students will remain seated while the teacher-supervisors collect the papers and drafts. The educational adviser in charge will indicate which rows may leave the room **in silence**.
12. Before leaving the examination room, students must hand in all papers, including draft papers (no other documents will be taken into consideration after leaving the examination room).

**Any fraud or attempted fraud will be immediately penalised by a zero.**  
**Other disciplinary sanctions may be considered.**