



EUROPEAN SCHOOL BRUSSELS II

LM

Octobre 2016

INSTRUCTIONS FOR THE EXAMINATIONS OF S5

1. The exams take place in the salle polyvalente: please consult the notice board to find your seat in the hall.
2. Pupils shall not enter the exam hall with outdoor clothes, school bags, mobile phones or any valuable objects (these have to be put in the lockers), only a transparent pencil case or plastic bag is allowed. The cloakroom in the hall is not for pupil's use! Attention: the school is not responsible for lost or stolen objects, you can always put things in your locker.
3. Before finding your seat, take your exam from the box bearing the name of your teacher. Sit down and put the exam sheets face down on your desk. Don't turn them over until the signal is given.
4. When using the calculator TI-*n*spire CAS (only for Maths, Physics, Chemistry and Biology):
 - Before entering the hall: show the calculator with the screen 'on' to the invigilator to check that it's in 'NORMAL' mode (light 'led' off).
 - When you are seated, place the exam script face down on your desk, press the buttons for the 'Press-to-test'-mode and do not turn your exam over until you are asked to do so.
5. During the exam it is forbidden:
 - to consume anything other than water;
 - to use paper not supplied by the school;
 - to communicate with other pupils (any questions should be addressed to the teachers supervising);
 - to borrow the material from other pupils (calculators, pens, etc);
 - to leave the exam hall before 2/3 of the scheduled time have expired.
6. During the exam, the toilets will remain closed.
In the case of a foreseeable health problem, pupils shall contact the responsible educational adviser to whom they should give a medical certificate or letter from their parents before the beginning of the exam.
7. Necessary information at the top of **each exam paper**: date, surname, first name, class, subject and name of teacher. If several sheets have been used, they should be numbered and placed inside each other to avoid any errors. Returned answer sheets must be written in ink, never in pencil.
8. If several pupils leave the exam hall at the same time, they do so in silence and shall not hang about the entrance to the exam hall, out of respect for others who have not yet finished.
9. If a pupil wishes to hand in his answer sheet before the end of an exam, he should signal this to a supervising teacher who will collect the exam and draft paper before authorising to leave the room.
10. During the **last ten minutes** of the exam, nobody leaves the room. This will be announced by the adviser in charge.
11. At the end of the exam, pupils stay seated while the supervising teachers are responsible for collecting the scripts and draft paper. The educational advisor in charge will indicate which rows can leave the hall **in silence**.
12. Before leaving the hall, pupils have to hand in **ALL** parts of their answer sheets (no other documents will be taken into consideration at a later moment).

All cheating or attempts to cheat will be sanctioned immediately by a zero-mark (0).
Supplementary disciplinary measures can also be taken.

Joachim Schmelz, deputy director