

The Grammar School
Office of Planning and Development
Conduct of IGSCCE Examinations

1. Morning sessions start at **9.30 a.m.** and afternoon sessions start at **3.00 p.m.** Students must be on the school premises at least half an hour before the start of the examination. Those students who have been granted extra time should arrive at school much earlier, in accordance with the duration of their extended examination. No student will be allowed to leave the examination room within the first one hour of the exam. Late students are prohibited from entering the exam once the first half hour has passed.
2. No extra transportation is provided by the school. The regular school bus service will operate as normal during school hours. Students must arrange their own transportation and are expected to depart as soon as they finish their examination. All students must leave the school premises no later than fifteen minutes after the examinations have finished and must instantly move away from the area where examinations are taking place.
3. Students must have an official identification document (I.D. card or passport) and their statement of entry with them at all times.
4. Information on the rooms allocated for each examination will be posted on the board by Block 4, Ground Floor, on a daily basis. Students will be allocated to rooms according to their GCE registration number.
5. Once in the classroom, students must not talk. They must quietly find their seat which will be pre-arranged by registration number, sit down and wait for further instructions. Students should not bring anything into the room which is not allowed according to the regulations. Basically, on each desk there must only be, BLACK pens and pencils (NO pencil cases), erases, a ruler, a calculator, I.D. documents and the statement of entry. **All labels from water bottles must be removed.**
6. MOBILE PHONES MUST BE SWITCHED OFF and left at the front with the Invigilator. If a phone rings it is a violation of regulations and the owner's paper may be cancelled by Edexcel.
7. Any cheating or any other misconduct by a student (for regulations read the Edexcel, "Notice to Candidates") may result in disqualification by the Examining Board of ALL his/her examinations of this and future sessions.
8. Candidates with CLASHES must confer with Mr Mattheos Christoforou at least three days prior to the day of their clash.