Lebanon Evangelical School
for Boys and Girls

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Examination Instructions to students

Please make sure that you read this to ALL candidates at the beginning of every exam session. I know this feels very repetitive and boring but it MUST be done.

1. You must now follow the regulations of the examination.
2. On your table you are allowed to have the following : pens, pencils, calculators WITHOUT covers (if allowed by your teacher), eraser, water bottle and Kleenex. Any extra material you require will be given to you. You must not have on or near you any other material.
3. Check your pockets now. Check for things such as notes, books, papers, reading pens, iPods, calculator covers or mobile phones AND Smart Watches. This is your last chance to hand things in without any penalty.
4. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. This is your last chance to hand in your mobile phone. Failure to do so may lead to disqualification.
5. For A Level students who are sitting an exam where books are allowed, check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check to ensure that you have the correct edition of the allowed set texts.
6. Check that you have the right question paper for your subject, unit and level or tier.
7. Check that you have everything you need to do the examination, including all the items listed on the question paper.
8. Read the instructions on the front of the question paper.
9. ALL students must write in black ink, except for drawings and rough notes.
10. Make sure that you answer all questions in the specific place where you have been asked to answer them. If you are unsure, write a note to your teacher explaining why you wrote the answers where you did.
11. You must write all rough work in your answer book or on your answer sheets and neatly cross it through with a single line. You should cross any mistakes through neatly with a single line. You must not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
12. Do not communicate with other candidates. You may not give help to another candidate or ask for help from another candidate. You should put up your hand to attract the invigilator's attention if someone is asking for your help.
13. If you are caught cheating or attempting to cheat in ANY Stage Exam, you will be given a ZERO on all the exams taken that day.
14. Now, fill in all the details needed on the front of your answer book or question paper. Make sure you fill these details in on any additional answer sheets that you use.
15. You may start now.