

SKSS EXAM RULES AND REGULATIONS

Candidates must comply with all rules and regulations stated below.

A) General Guidelines

- 1) **Attendance:** Attend all scheduled exams. If you are unwell, inform your form teacher and produce a medical certificate to show that you are unfit or unable to sit for the exam. Submit to your form teacher **within 3 days** of the exam date.
- 2) **Stay in School Between Papers:** Do not leave the school grounds between exam papers.
- 3) **Grooming:** Adhere to school rules with regards to attire and grooming. If you are wearing an outerwear (e.g. jackets, cardigan, sweater), make sure the outerwear does not contain any unauthorised materials or devices. You may be asked to remove the outerwear for checking.
- 4) **Prohibited Items:** You must not have any unauthorised devices or materials with you. These include:
 - (i) Equipment/Device capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information. e.g. mobile phones, cameras, smart watches/glasses, pen with image capturing or audio recording capabilities, etc. Your mobile phone should already have been kept in your locker.
 - (ii) Conversion table/mathematical formula sheet enclosed in or printed on mathematical instrument box, or any notes on your body, clothes, stationery, belongings, tables, or chairs.
- 5) **Use of Scientific Calculators / Dictionaries:** Use of calculator/dictionary is only allowed when its use is clearly stated in the paper. Only SEAB-approved Calculators and Dictionaries are allowed. Refer to <https://www.seab.gov.sg/> for approved lists.
- 6) **Stationery:** Prepare your necessary stationery in advance. **Use a transparent holder, such as a pencil case or ziplock bag, to bring your items into the exam venue.** Ensure all items are free of unauthorised writings or notes. No sharing of stationery (including calculator and dictionary) is allowed.
- 7) **Pens, Pencils, Correction:** Use dark blue or black permanent pens for your answers. Semi-permanent or erasable ink pens are prohibited. For shading multiple-choice answer sheets, use a 2B pencil. Avoid using correction tape or fluid on the answer script or writing paper.
- 8) **Conduct:** No eating during exam. Complete your work honestly **and refrain from helping or seeking help from other students.**
- 9) **Ask:** If you are unsure about any exam rule, check with your form teacher or an invigilator **before** the exam starts.
- 10) **Toilet Use:** Visit the toilet before the exam starts. Toilet visits are not permitted during the first and last 30 minutes of the exam, and for papers lasting less than 60 minutes (except in emergencies).

B) Before the Start of Exam

- 1) **For 1st Paper Starting at 8:30 AM:** Report to exam venue for first paper by **7:50 AM**. The National Anthem will be played at 8:00 AM before exam begins. Invigilators at the exam venue will take your school attendance.
- 2) **Entering exam venue:** You should not bring any unauthorised materials into the exam venue, including textbooks, notes, unauthorised calculators/dictionaries, mobile devices, or smartwatches.
- 3) **Be Seated on Time:** Be seated at your assigned desk **at least 15 minutes** before the scheduled start. Latecomers will not be given additional time.
- 4) **At Your Seat:** Observe silence at all times at the exam venue. You should not have any unauthorised materials with you at your seat at any time.
- 5) **Identification:** Place your photo identification (e.g., NRIC or Student Pass) and your Entry Proof on your desk for verification. Ensure the name matches your name in the class list.
- 6) **Materials:** Ensure approved calculators or dictionaries meet the requirements. Remove any external storage device or annotations prior to entering the test/exam premises.
- 7) **Check Paper:** Check that you have been given the correct subject paper. Read the instructions on the cover page carefully when you receive it.

(C) During the Exam

- 1) **Start Instructions:** Do not start writing or turn the pages of the question paper until you are instructed to do so. Write your name in full on your answer booklet/paper as it appears on the class list.
- 2) **At Your Seat:** Always face the front and do not look around.
- 3) **Communication:** Observe silence at all times during the exam. Do not communicate with other students. If you have queries, raise your hands and clarify with the invigilator. Do not leave any answers or diagrams in such a position that another student can read them.
- 4) **Allowed Items:** Keep plain water in a clear bottle on the floor beside your seat. **Only pre-approved medicinal items or devices may be brought in.**

(D) At the End of the Exam

- 1) **End of Paper: Stop writing immediately** when you are told to do so by the invigilator at the end of the paper. If you need to write your name, class and index number, raise your hands to make a request to the invigilator.
- 2) **Dismissal:** Remain seated and wait silently until all materials have been collected by the invigilator. Follow the invigilator's instructions to ensure an orderly dismissal.
- 3) **Integrity:** Return all exam-related materials, such as answer booklets or unused writing paper, before leaving your seat. Crush any used rough paper before throwing it away.

Not complying with exam rules & regulations, cheating or dishonest acts, and defiant or disruptive behaviour all count as misconduct and will be severely dealt with.