



6th November 2019

Dear Parents/Guardians and Students in Year 12,

Re: Year 12 End of Semester Examinations

Students in Year 12 are scheduled to sit end of semester - *internal* examinations for their subjects from Thursday 21st November to Tuesday 26th November.

This letter contains relevant information for the exam period; please find below the *Chatsworth Student Conduct for Examinations* notice and the *End of Year Examination Timetable*. Please familiarize yourself with both documents.

Some important points to remember:

- One purpose of Chatsworth examinations is to prepare students for *external* examinations. Students will have the experience of preparing for exams, sitting exams as well as receiving feedback on how they can improve for the next examination period.
- Teachers advise students as to the format, length and content of the examination (ie. type of questions and course areas students will be tested on) by posting this information on Managebac at least two weeks before the exams.
- Students should use the exam timetable below to create a study timetable. Please help your child/guardian to structure their time appropriately.
- Ensuring adequate sleep, a study area is provided and nutritious food will help your child/ward to be at their best for the exams.
- Year 12 will have two mornings of study leave when they are not required to be in school. This is an opportunity to practice the skills of managing time independently during an examination period. On these days students should report directly to the exam room; on days without study leave, however, students should report to homeroom as usual.

Finally this examination sitting should not be an overly stressful process. We look forward to supporting students at this time in a constructive and positive manner. If you have any questions please do not hesitate to contact myself or the IB Diploma Coordinator, Ms Harparsh Saxena (hsaxena@chatsworth.com.sg).

Best wishes,

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EXAMINATION CODE OF CONDUCT FOR STUDENTS

GENERAL

1. When instructed to enter the examination room, students must do so in a quiet and orderly manner.
2. No form of refreshment may be taken into the examination room except plain drinking water. Students may take to their desk only:
 - general stationery (for example, pens, pencils, coloured pencils, an eraser, geometry instruments and a ruler)
 - a laptop, charger, mouse and headphones for an on-screen examination
 - other materials specified as necessary for the examination
 - a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
 - a novel, to be read in case the student finishes the paper early and hands it in. The novel must be placed on the floor until the paper is handed in.
 - If required by the invigilator, any item brought into an examination must be available for inspection. This includes electronic calculators.
3. The following rules apply to the use of electronic calculators.
 - Students may not use or store data, programs or applications in their calculators that may assist them in an examination by removing the need to recall facts or formulae that are not provided in the examination materials.
 - During an examination, no attempt must be made to conceal information or programs stored in a calculator.
 - If required by the invigilator after an examination, a candidate must provide a list of information and programs stored on the calculator.
4. The following rules apply to the use of laptop computers.
 - Students may not have background apps running on their laptop during examinations.
 - If required, students must allow their laptop to be inspected by the IT department.
5. The invigilator will decide where each student will sit during an examination. Students must comply with the decision of the invigilator and remain seated until permission is given to leave the examination room.
6. The instructions of the invigilator must be obeyed. The invigilator has the right to expel from the examination room any student whose behaviour is interfering with the proper conduct of the examinations.



7. Five minutes' reading time is permitted for all 2 hour examinations. Reading only is permitted during this time.

ARRIVAL

8. Students must arrive in time for the start of an examination. Late arrivals may not be permitted.

TEMPORARY ABSENCE

9. In cases of emergency, at the discretion of the invigilator, a student may be allowed to leave the examination room and return. The temporary absence of a student will be recorded by the invigilator.
10. A student will be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the student.
11. During a temporary absence the student must not take any material out of the examination room, have access to material during the absence, or return with any material.

ACADEMIC MISCONDUCT

12. During the examination, and at other times specified by the invigilator, a student must not communicate with any other student. Failure to observe this regulation may constitute academic misconduct, resulting in appropriate action by the school.
13. All work completed during an examination and then submitted for assessment, must be the authentic work of the student. Any collusion, plagiarism, reference to unauthorized material, or communication between students may constitute academic misconduct, resulting in appropriate action by the school. The impersonation of another student will be treated as a breach of regulations.
14. If a student finds that he/she has accidentally taken unauthorised material into an examination (for example, a cell/mobile phone), this material must be given to the invigilator immediately. Failure to do so may lead to an allegation of academic misconduct against the student.
15. No student is permitted to borrow anything from another student during an examination.

EARLY DEPARTURE

16. Early departures are not permitted in internal examinations.
17. Students who have finished a paper early may hand it in to an invigilator and read a novel until the end of the examination.



END OF THE EXAMINATION

18. It is the responsibility of the student to ensure that the front page of their examination cover sheet is correctly completed prior to departure from the examination room.
19. Students must give all examination papers, answer sheets, multiple choice answer sheets and rough notes to the invigilator at the end of the examination. (Rough notes are not submitted for assessment.)
20. Students must leave the examination room in a quiet and orderly manner.

November 2019 End-of-semester Examination Timetable - Years 12

There are two exam sessions per day; for period 3 students will go to their normal lessons for supervised independent study. All examinations will take place in room D301 unless specified elsewhere. Where students are not sitting an exam they will be in a supervised study room, except for when Year 12 will be on study leave except for the supervised study periods between exam sessions. Busses operate as normal.

	Thursday 21st November (Day 6)	Friday 22nd November (Day 7)	Monday 25th November (Day 1)	Tuesday 26th November (Day 2)
Morning session 8:50-9:00 Homeroom 9:00 Enter exam room 11:15 Exam finishes	IBDP Biology HL/SL1 (30m; 1h30) IBDP Physics HL/SL1 (30m; 1h30)	Year 12: study leave Year 12 make up exams	IBDP Chemistry HL/SL1 (30m; 1h30) IBDP Economics HL/SL1 (1h30) IBDP Visual Arts, Music: with Visual Arts/Music teacher	Year 12: study leave Year 12 make up exams
Period 3	Supervised study with usual Day 6 teachers	Study leave	Supervised study with usual Day 1 teachers	Study leave
Period 4	Lunch	Lunch	Lunch	Lunch
Afternoon session 12:50 Enter exam room 15:30 Exam finishes	IBDP English A: Literature HL/SL1 (2h)	IBDP Geography HL/SL1 (1h30) IBDP History HL/SL1 (1h; 1h)	IBDP Mandarin B SL1 (1h15; 1h) IBDP French B HL1 (1h30; 1h) IBDP French B SL1 (1h15; 1h) IBDP Spanish ab initio SL1 (1h; 1h) IBDP Language A: Literature School-Supported Self-Taught SL1 (2h)	IBDP Mathematics AA HL1 (1h; 1h) IBDP Mathematics AA SL1 (1h; 1h) IBDP Mathematics AI SL1 (1h; 1h)

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