

Nelson Mandela High School Assessment Rules

Be sure to arrive to your assessment location **at least 15 minutes before** the assessment is scheduled to begin (30 minutes before for ELA and Social Studies 30-1 & 30-2 Part A).

Bring to the assessment room only your photo ID and the materials you need to write the assessment. If you bring anything else, you must leave it in the designated area of the room. Cell phones must be turned off and left in backpacks or deposited, labeled with your name, at the front of the room.

ONLY water in TRANSPARENT plastic bottles WITHOUT labels and FOOD that is non-crunchy and in a transparent plastic bag (NO nuts of any kind) can be brought into the assessment room. It must be placed on your desk.

1. **Admittance to the Assessment Room:** Students may not enter or leave the assessment room without the consent of the supervisor. Students will be asked to present school identification in order to enter the room. Consequently, all students **MUST** have school ID with them when they arrive to write an assessment.
2. **Late Arrivals:** Students who arrive more than one hour after an assessment has started will not be allowed to write the assessment. These students should report to the Main Office. Students who arrive late but within the first hour of administration will be allowed to write.
3. **Writing Time:** Students must write an assessment within the specified time and may not hand in their assessment until at least one hour of the assessment time has elapsed.
4. **Discussion and Sharing:** Students may not discuss the assessment with the supervisor unless the assessment booklet is incomplete or illegible. Students may not talk, whisper or exchange information or writing tools and materials with another student.
5. **Answer Sheets:** Students should use an HB pencil to record their answers on Scantron answer sheets.
6. **Materials Allowed in the Examination Room:**

For ALL subjects – bring a pen, an HB pencil and an eraser

For ELA and Social Studies Part A – an English or bilingual print dictionary, a thesaurus and an authorized writing handbook.

Math, Biology, Chemistry, Physics, Science – approved calculators (the memories must be cleared).

7. **Materials NOT Allowed in the Examination Room:** The following materials are not allowed in the assessment room:

Print materials:

Students may not bring any papers, notes of any kind, or books other than those allowed (see above) into the assessment room.

No reference materials or dictionaries are allowed in the assessment room for the multiple choice part of any exam.

Electronic Devices, Tools and Materials:

Students may not bring any headsets, CD players, digital audio players, smart watches, cell phones, tablets, laptops or other electronic devices into the assessment room or have electronic devices, tools and materials on their person.

8. **Unauthorized Materials in the Assessment Room:** Any student in possession of materials not allowed in an assessment room may have their mark invalidated.
9. **All Assessment Materials Must Remain in the Assessment Room:** Students may not remove any assessments or other assessment materials from the examination room. This includes any tear-out pages from the assessment booklets and any rough draft materials produced by students.

Violations of Assessment Rules

Students are expected to comply with the Assessment Rules

Students who interfere with the security of assessment such as looking at another student's work, disrupting other students or committing any other act that may enable them to inaccurately represent their achievement may

- be evicted from the assessment room
- have their assessments invalidated