

PROCEDURES BEFORE, DURING AND AFTER EXAMS

Timetables

Personal timetables will be distributed to students via form tutors well in advance of the examinations.

Students are responsible for checking their own exam timetable to confirm the dates and times of their exams. If students have two or more exams scheduled for the same day and time, they should see the Exams Officer to determine if any special arrangements need to be made.

Students must arrive 20 minutes prior to the beginning of the exam session to allow time to check the daily lists displayed outside the exam room. This will give their individual desk number for that exam.

Sessions are as follows:

Morning exams (am)	0900 start
Afternoon exams (pm)	1330 start (occasionally 1400 start)

Exam Sessions

To ensure the exams run smoothly, students must be aware of the following:

- Students must assemble outside the exam room 20 minutes before the start of the exam
- When exams are held in the Sports Hall, students must gather under the sign which indicates their desk number, ie, Desks 1-30, Desks 30-60, etc
- Students must remain quiet while desk numbers are called and must enter the exam room in desk number order
- Once in the exam room examination conditions apply: students must sit still and in silence, facing the front, and must not communicate with each other
- If students have a query before or during the exam they must raise their hand to speak to an invigilator
- Students who complete their exam early have the opportunity to check their work carefully. They must remain still and silent to avoid disturbing others
- There may be several exams taking place in the exam room which end at different times
- When their exam finishes students will be told to stop writing and their papers will be collected. Again during this time, students must sit in silence
- For health and safety reasons, students will be dismissed a few at a time and must remain silent until well outside the exam room. Any communication during this time could be interpreted as malpractice, ie, cheating

Letters will be sent to the parents/guardians of any students who do not follow these guidelines. This could result in alternative arrangements being made for subsequent exams or, in extreme circumstances, disqualification from further exams.

Lateness

Late arrivals to the exam room can be very unsettling for students who have already started their exam and must be avoided. *The exam board is informed of anyone arriving 1 hour after the published start time (30 minutes after the published start time where an exam lasts less than 1 hour). The board will then decide whether or not the student's script should be marked.*

Examination Rooms

Room details are given on the daily lists displayed at various locations within the school. Students must check the lists before each exam.

Bags, Books, Mobile Telephones, etc

Students may only take the following items into the exam room:

- Clear plastic pencil case containing writing equipment – black pens, pencils, ruler, calculator, etc
- Bottle of water (in a clear, unlabelled bottle)
- Specific resources required for the exam, eg mathematical equipment.

Students should NOT bring mobile telephones/MP3 players/iPods, or anything of value as the safe-keeping of such items cannot be guaranteed.

Ideally such equipment should be left at home or in lockers. If this is not possible ALL such equipment MUST be handed to an invigilator. It will be returned at the end of the exam, but again safe-keeping cannot be guaranteed.

Students must not take into the exam room any notes, books or anything that could be considered to give an unfair advantage

Any breach of these regulations is reported to the appropriate exam board and is likely to result in the student being disqualified for that exam or the whole qualification.

Sickness

If a student is unwell and cannot attend an exam the school must be informed as soon as possible and a doctor's letter/certificate obtained. The exam board/s will be informed and may take this into account when finalising marks.

If a student is unwell during an exam, an invigilator should be informed.

The school should also be informed of any other circumstances that could affect a student's exam performance, eg family bereavement or serious illness, recent accident, broken limb, etc. Again the exam board will be informed and may take this into account when finalising marks.