

## **Examination Conduct Policy**

This policy sets out the expectations of all students sitting examinations at St Clement's High school including school, pre-public and public examinations. It should be read in conjunction with the JCQ 'Warning to Candidates' notice which can be found on the examinations noticeboard, the school website and outside each exam room, and the JCQ 'Information for Candidates' notice which can be also be found on the exams noticeboard and school website.

During all examinations students must adhere to the regulations set out by exam boards at all times. Any breach of the rules will be reported to the relevant exam board or in the case of school and pre-public examinations, a member of the Senior Leadership Team. Students should note that any breach of these regulations could result in them being disqualified from all subject awards or the school refusing to enter them for future exams.

Students are responsible for checking their own timetable and arriving at the correct time, properly dressed and equipped. In the case of official examinations (GCSE) students must arrive at least ten minutes prior to the start time of their examination.

Seating plans will be displayed on the examinations noticeboard located in the playground outside the PE changing rooms. Students should note their seat number and row and wait quietly outside until invited into the school by a member of staff or an invigilator. Students must not wait in the corridor outside the exam hall/room. Students sitting examinations in additional rooms should wait at the crossroads for an invigilator to collect them.

**Full school uniform must be worn by all students attending examinations.** This includes wearing the correct footwear. Students wearing trainers, coats or hoodies will not be permitted to enter the examination.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. Pencil cases must be clear. Pens **must** be black ink or ballpoint. No erasers gel pens or correction pens are allowed. Highlighters may be used on question papers/text only. They **must not** be used in answers. For mathematics and science exams, students should make sure their calculators conform to the examination regulations. Cases must be removed and placed under the desk once inside the exam hall/room. If in doubt, check with your teacher **before** the examination. Water is allowed in the examination rooms as long as it is in a clear bottle with no labels attached.

Examination regulations are very strict regarding items that may be taken into the examination room (see JCQ 'Information for candidates' and 'JCQ Warning to

Candidates'). If students break these rules they may be disqualified/removed from the examination. **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in a student's possession (even if it is turned off) it will be confiscated and a report made to the appropriate exam board. No exceptions can be made.

iWatches and similar devices must not be brought into the examination room and **ALL** watches must be handed in when prompted by the invigilator leading the examination.

Students are under examination conditions from the moment they step into the exam hall/room. They must not attempt to communicate with or distract/disrupt others.

Students must not write on examination desks. This is regarded as vandalism and they may be asked to pay for any damage. Students must not draw graffiti or write offensive comments on examination papers – if they do it is likely the examination board will refuse to accept and mark their paper.

Students must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper. Students should check that they have the correct question paper – check the subject, paper and tier of entry. They should read all instructions carefully and number answers clearly.

When instructed to by invigilators students must fill in all required details on the front of their exam papers. In the case of official examinations this includes the student's **legal** name. All additional paper must include the same details as the front sheet. In the case of school examinations only, a student may use their preferred name if desired. They must also write their set number or teacher's name on their exam paper (school exams only).

Students are not permitted to leave the examination before the published end time of the examination. Students are under examination conditions until they leave the exam hall/room. Question papers, answer booklets and additional paper must NOT be taken from the exam room. Students must remain seated in silence until told by an invigilator to leave the examination room. They must leave in silence and should show consideration for other candidates who may still be working.

Students will be given instructions about what to do if the fire alarm sounds at the beginning of the examination. If an evacuation is necessary students must close their paper and leave it, and all equipment on their desk, leaving the hall/room **in silence**, when instructed. Invigilators will escort students to the fire assembly point to be registered. During the evacuation students remain under examination conditions and must not attempt to communicate with anyone. A full report of the incident will be made to the examination board and students will be allowed the full time necessary to complete the exam once it is safe to return to the building.

## INVIGILATORS

The school employs external invigilators to conduct examinations. Students are expected to behave in a courteous, respectful manner towards invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a student is feeling ill. It should be noted that invigilators cannot discuss the examination paper. They cannot offer guidance or explain questions or words.

Students who behave in any way which breaches examination regulations will be given a verbal warning. If they continue the behaviour they will be issued with a final warning before being removed from the examination room by invigilators or the exams officer. They will be dealt with by a member of the senior leadership team and in the case of official examinations a full report will be made to the awarding body. Possible sanctions are:

- Disqualification from the paper/component.
- Disqualification from the subject.
- Disqualification from all subject awards associated with the relevant examination boards.