



## GENERAL PUBLIC EXAM ADVICE

### Public Examination start times

**Morning examinations start at 8.45am and afternoon examinations start at 2.00pm.** Students should arrive at least 15 minutes before the start of their examinations. Please note that afternoon examinations may finish later than the normal school finish time of 3.15pm, and in such cases, students who are normally provided with home to school transport will have to make their own way home.

### Behaviour

Standards of behaviour during all examinations must be exemplary. No communication of any kind is permitted between candidates once they enter the examination venue. Failure to adhere to these regulations could result in a Suspected Malpractice being raised to the Exam Boards. The possible consequence of this could result in the candidate's paper being void and possible disqualification from taking any further examinations with the Exam Board. Students must not write rude or defamatory remarks on any examination paper.

### Absence

Any candidate who is deliberately absent from an examination, which he or she is due to take, will be liable for the cost. Justifiable absence must be explained by a parental note without delay. In cases of illness, any student who wishes this to be taken into account by the Exam Board, should submit a doctor's note (if possible) to enable the Exams Office to apply for a Special Consideration.

### Electronic devices

Mobile phones, Wireless Air buds/Wrist Watches/iPods/iPads, SmartWatches/Tom Tom Watches/Fitbits, MP3/4 players, pagers, and any other products with technological/web enabled sources of information must not be taken into the examination room. Wrist watches must be removed prior to entering exam venues. Students found to have any of these on their person in any examination will be reported to the Exam Board, who reserve the right to declare the candidate's result void. Cases of this type will again be treated as a Suspected Malpractice which may incur further consequences.

### Dress Code

Students in Years 10 & 11 will undertake examinations in full school uniform. Students in Sixth Form will attend examinations in accordance with the usual standard Sixth Form requirements. There will be no relaxation of our current rules regarding hair (both colour and style) or jewellery (one small stud per ear only) since a change to these rules is unlikely to enhance examination performance.

If you feel it is appropriate, we would welcome donations of serviceable school uniform. Such items can be placed in a plastic bag and handed in to Heads of Year or Raynham Office.

### Equipment

Please make sure you have all the equipment you need for each examination. As a minimum, students should have two pens with black ink, two HB pencils, a ruler and an eraser for each examination. Other equipment, such as colour pencils, Maths equipment and a calculator, may be required for some examinations. Only clear pencil cases are allowed on your desk during the examination. Written answers must be written in black ink. Do not use gel pens. Do not use erasable pens. In an exam where you must use your calculator, you should not have a calculator cover on your desk.

Spectacle cases must not be on desks. Place these either on the floor or leave in your bag.

## **Food and drink**

Food is not allowed in the exam rooms. Water in clear/transparent plastic bottles or beakers with a spill proof cap are allowed in the exam rooms only. There should be no label on the bottle and the bottle should be kept on the floor. Metal flasks are NOT allowed.

## **Other**

George Abbot will deliver and implement the exam process to regulations as set out by the Joint Council of Qualifications (JCQ). In addition, to ensure the exam process is delivered with the minimum level of disruption to candidates, and to avoid incidents being investigated by the Invigilators/Examinations Manager/Senior Leadership Team, candidates need to be aware of the following:

- Mobiles should be switched off in accordance with the schools' policy and left in bags. Any mobile that goes off during an exam will cause disruption to all candidates in the venue. Should this happen, Invigilators will need to investigate the incident discreetly and bags may have to be removed as a result
- Behaviour is to be exemplary. If candidate behaviour causes a disruption to the exam venue, Invigilators will investigate the matter discreetly, and this may require the Examinations Manager and/or the Senior Leadership Team becoming involved
- Responsibility lies directly with candidates who fail to move right away/off site after being dismissed from an exam. Candidates who do not adhere to this will cause unnecessary disruption to candidates who may be still completing their exam. Invigilators will follow due procedure to manage this situation discreetly
- Candidates who have difficulty focusing/concentrating on their exam paper may be allowed to wear foam ear plugs, as shown in the document "Public Examination Advice and Guidance for Students/Parents", as the school cannot operate in total silence
- Candidates who arrive late to exam venues once an examination has started will cause disruption to the other candidates. We appreciate some lateness may be outside the control of candidates. Invigilators will follow due procedure to manage late candidates discreetly. Candidates are expected to own and know their exam timetable and to arrive on time
- Candidates who fail to bring the correct equipment to their exams will cause some disruption to the exam venue whilst this is managed discreetly by the Invigilators
- The lower school years will still follow the normal school routine when moving around the school site. There will be a minimum level of noise whilst the students undertake this. However, measures will be taken to ensure that any noise disruption is kept to a minimum where possible
- Exams Administration within the exam venue: All exams will have a level of administration undertaken in the exam venues. Invigilators are expected to conduct this discreetly and keep all invigilator communication to an absolute minimum to ensure Exam Board regulations are adhered to. This will be conducted professionally throughout the duration of the exam.

It is extremely important that all candidates aware of the above bullet points that could affect their exams. Responsibility lies with candidates to follow this advice to ensure they have a successful exam experience. However, if the above bullet points are not adhered to by candidates, there will be incidents that will have to be managed discreetly and professionally by our External Invigilators/Exams Team because of candidates not abiding by this advice.