



# Examination rules

# The rules: these are always the same



- Be on time
- Don't bring anything you shouldn't or look at another student's paper
- You must not bring:
  - Notes
  - A calculator case/instruction leaflet
- Mobile phones must be switched off and left in your bag
- Any wrist watches with a data storage device or any product with text/digital facilities must be switched off and left in your bag
- All other wrist watches must be left in your bag
- Any pencil case must be see-through
- You are not allowed to use correcting fluid (e.g. tippex), highlighters or gel pens in your answers
- Don't communicate (no talking, body language communication, etc)
- Don't borrow anything from another candidate during the examinations

# Fake papers- malpractice

- Papers for sale online are fake
- Attempting to get papers before the exam is considered as malpractice
- Due to security arrangements the school do not see the papers until moments before the exam starts

# Lining up and going in:



- Arrive 15 min before your examination start time if the examination is in the Sports Hall (which the majority on the timetable are, if you are in a different room this information is on the timetable)- this is to allow time for you to line up, go in, check papers, hear the instructions etc before the exam start time
- Arrive 10 min before if the exam is in another room
- Each day the seating plan will be stuck outside the hall. Read it, then get into a line according to the row you are in- there will be signs to show you where, e.g. line up in front of sign A if your seat is A12
- A whistle will be blown by a member of staff and at that point you are expected to line up in silence in the row you are in for the exam
- When your row is called into the hall, take your coat off and get your equipment out BEFORE you enter the building
- Bags and coats must be stored at the front of the sports hall or exam room
- Mobile phones **MUST** be switched off and in your bag
- There is always **complete silence** in the hall

# In the hall:



- Start and end times for each examination will be written on the board
- Put your hand up if you have a question
- If you think the exam paper in front of you is the wrong one, put your hand up and tell a member of staff
- If you need anything, put your hand up
- Always follow the instructions of the staff in the exam room
- At the end of the examination, you must sit in silence and not communicate until you have left the hall

# Examinations not in the hall:



- Students in exam rooms are expected to follow exactly the same rules as we have for the hall.
- Wait quietly outside of the classroom- there will be lessons or other examinations going on so do not disturb them
- The staff will explain exactly what you should do

# Equipment:



- Check with your subject teacher what equipment you will need
- Any equipment you bring into an exam must be in a clear plastic pencil case/bag
- You are allowed to bring water in a bottle but the bottle must be see-through and there are no labels allowed

# Consequences for malpractice

- Consequences range from written warnings to disqualification from that exam, the whole qualification or all exams with the same exam board for a set period of time- all information about malpractice and potential consequences can be found [here](#)
- The school has no control over whether to report a breach of rules to the exam board- we have to do so by law.
- All decisions about breaches of rules are made solely by exam boards.

# Good Luck

- As long as you have worked hard in class, revised thoroughly and attended all the additional opportunities you have been offered, you can go into each exam and do your best.
- We know you can do it and are proud of you for all the hard work you have put into preparing for these final exams.
- Good luck!