

Exam Guidelines and Rules

Your exams will take place in your normal classrooms, look out your room allocation. If you are not in this location for any exam, your teacher or Mr Mullin will inform you of the arrangements..

Punctuality: Please make sure that you are in on time and in your designated classroom, (8.40 am and before 11.00). Students must remain in the classroom for the full duration of each exam session.

Exam Preparation and organisation: Please have the materials with you (Books, log tables, calculator, drawing-kit, etc.) available and with you for both of your exams on a specific day and at least another exam the following day. If you are finished an exam early, you can only hand up that exam with 30 minutes to go in that exam, you may study for another exam, once the exam paper and answer-book has been collected by the supervising teacher.

Phones: Phones cannot be in the possession of the student during an exam. They may be placed in your bag, switched off, or on a box/designated table at the front of the classroom. Possession of a phone during an exam will result in the loss of that exam. This includes while absent from the classroom while using the toilet.

Toilet Breaks: There will be a sign-out/sign-in sheet in each classroom, for each exam. You must record, accurately, the time you are absent from the classroom on this sheet. Phones cannot be in possession or use while on toilet-break. The use of other Smart devices will also be monitored.

Exam Materials: All examination materials including all parts of all exam papers, answer books, extra paper, graph paper and any other materials provided must be returned at the end of each exam. Students cannot make copies or take photographic or video footage of any exam paper.

Disruptive Behaviour: Any behaviour that is deemed deliberately disruptive to an exam, by any student, will result in that student being sanctioned according to the Code of Behaviour. If such behaviour interferes with the running of an examination, the student may have that examination forfeited.

Absences: If a student is absent for an exam or exams, arrangements will be made for the student(s) involved to sit rescheduled exams where possible.

The aim is to recreate the closest possible conditions to what will be the case for state exams. Please respect each other and yourselves by making the best possible effort in each exam.

Best wishes.