



Conduct of External Examinations Policy

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This should be read in conjunction with full examination board regulations, the policy for the conduct of controlled assessment and appeals procedures.

Mock examinations are run in accordance with the Exam Boards' regulations so that students become familiarised with the formal procedures.

The following information is given to Year 10 students before both examination periods:

Regulations and Conduct in Examinations

1. If you are unable to attend the examination, please telephone the College (01444 414001). If you are ill you may be required to produce a doctor's letter confirming this.
2. Make sure you bring all the equipment you need for each examination; two black pens, two pencils, a rubber, a ruler, plus any other item your teacher has told you to bring.
3. Programmable calculators, calculator lids, opaque pencil cases and correcting fluid are not allowed. All water bottles must be see through with no labels or writing on them, and only contain water.
4. Be punctual; if you enter the examination room late report to the lead invigilator nearest to the exam room entrance.
5. You must be silent from the point at which the Invigilator asks you to enter the examination room. You must be silent when dismissed from the examination room.
6. You must not communicate with other candidates in any way.
7. Raise your hand to attract the attention of the Invigilator if necessary.
8. Make sure you read to the end of the question paper; do not miss any questions that may be printed on the back.
9. At the end of the examination, follow the instructions of the Invigilator.
10. You should attend the examination in full school uniform.



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11. Mobile phones and watches are not allowed. If brought to the exam room they must be handed in on entry and should be on a silent setting.

REMEMBER

If you cheat, use any unfair practice or break the rules in any way, you may be disqualified from ALL your subjects

Invigilation

An Invigilation Timetable is issued to all staff before examination periods and colleagues are asked to observe the following guidelines:

NOTES TO INVIGILATORS

External Examinations:

All examinations take place in the Hall unless specified on the timetable to the contrary. Invigilation **MUST TAKE PRIORITY OVER EVERYTHING**.

You are reminded that your full attention must be given to the candidates and that you may not read, write, mark whilst invigilating. Invigilators should take care not to disturb candidates by keeping communication to a minimum.

The Examinations Officer brings the papers to the examination area and they must not be opened in advance of the examination.

The lead Invigilator should be in the Hall at least **TEN** minutes before the start of the examination – other Invigilators should be there at least **FIVE** minutes before in order to assist with the seating of candidates.

Candidates should enter the Hall only when told to do so by an Invigilator and in silence. Latecomers should report to the lead Invigilator.

Before starting the examination, the lead Invigilator must ensure that:

- All candidates are present
- Candidates fill in their name etc accurately on the front of their scripts
- Any rubric is read aloud



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Examination papers must not be taken out of the Hall before the end of the examination. Any breach of regulations should be reported to the Examinations Officer without delay and she will then take any necessary action. In emergency there is a phone in the PE office adjacent to the Hall. No candidates may leave the room, unless escorted, until the end of the examination. Neither question papers nor rough paper should be taken away by candidates. Please ensure that candidates leave the desks and chairs in orderly fashion ready for the next examination and check for graffiti.

The Examinations Officer should:

- Complete and sign the Attendance List
- Complete the seating plan

At the end of the examination the lead Invigilator should:

- Collect all scripts in candidate number order
- Collect the candidate number cards

and take all these to the Examinations Officer

Candidates should then be dismissed in an orderly fashion and at the discretion of the invigilator to ensure silence.

In case of emergency (eg Fire Bell) keep candidates at work in the first instance and await further instructions.

Under Workforce Remodelling teaching staff are not required to invigilate external examinations. However they will be needed to organise candidates into groups prior to entry to the Hall. It is good practice for Faculty Leaders or their designated representatives to speak to the students prior to the exam, whilst they are waiting to be brought into the Hall.