

Internal Examinations – Code of Conduct



- You have been sent an exam timetable, refer to this regularly so that you are on time for all your exams.
- Full school uniform and smart appearance is expected.
- If you are going to be absent or late for an exam, you should let school know as soon as possible.
- If you miss an exam, please see Mrs Howell, Examinations Officer, as soon as possible to make alternative arrangements.

Exam Timings

- Morning examinations will start promptly at 9.00am, please be outside the room by 8.45am.
- Afternoon examinations will start at promptly 1.20pm, please be outside the room by 1.10pm.
- You should not enter the examinations room until instructed to do so.

Location of Exams

- Most examinations will take place in the Coleman Hall, D5 and the Old Library. Check the notice board in Reception to locate your exam room.
- If your exam is in the Coleman Hall, there will be a seating plan in reception and on the wall near E1.
- Entry to the Coleman Hall exams will be from the side door in the Quad.
- Site staff have allocated a small room under the stairs in the English block for the storage of bags and coats for exams in the Coleman Hall, this will be locked during the exam.
- If you have an exam in the Old Library you should wait outside by the flagpole – bags can be stored tidily outside the Old Library.
- Bag space for exams will be very limited so only bring in what you need for the exam and if appropriate, lunch.

Equipment

- Ensure that you have the correct equipment for your examination. All pens, calculators etc must be stored in a clear pencil case or clear plastic bag. (Remember to bring mathematical instruments to Maths exams).
- Ensure that your calculator, if required, is fully charged and in the correct mode for the examination. Graphical calculators are only to be used for GCE (A Level) exams and it is the responsibility of the student to ensure the calculator is in exam mode before the start of the exam.
- The use of tippex is not allowed.

Once in the examinations room

- You must enter the exam room in silence as once in the exam room you are under exam conditions and must not communicate in any way with other candidates until the examination is finished, all exam materials have been collected and you have left the exam room.
- You must not have a mobile phone, watch or any web enabled device in the exam room. Wrist watches must not be worn or taken into the exam room.
- Candidates are reminded that they are responsible for producing legible handwriting.
- The only drink allowed in the exam room is water in a clear bottle (with any packaging removed). Please place the drink under the table to minimise the risk of spillage. Chilly bottles are not allowed in the exam rooms as they are not transparent.
- If you complete the examination early, check through your paper carefully and then sit quietly. You will not be allowed to leave the exam room until the official end time of the examination. Please ensure that when you leave the exam room you do so in silence.