

Exam Rules

1. **Be on time.** You should arrive at 8.45 am for morning exams and 12.55 pm for afternoon exams. This is really important because:
 - a. the exam start time is set by the awarding body
 - b. it gives enough time for everyone to find their place
 - c. exam administration has to be done before the exam starts
 - d. students who arrive late may miss important information
 - e. students who arrive late disturb others
 - f. we do not have to let anyone take the exam who arrives late
 - g. we do not have to let anyone who arrives late have extra time
 - h. students who arrive on time are more relaxed and ready for their exam.
2. Leave your coat, bag, mobile phone and any other personal belongings in your locker or the designated room. **You must not bring them into the exam room.**
3. **You will be charged if you miss an exam without a good reason.** Exams can cost as much as £40 each. Please let the Exams Officer know **before the start of the exam** if there is a reason why you cannot attend an exam. If you cannot take the exam because you are ill you will need a note from a parent/carer or member of staff and doctor.
4. If you feel ill on the day of the exam, or if you have another reason why you think you will not do as well as you should, please tell the Exam Officer as soon as possible **before the start of the exam.**
5. If you are taken ill during the exam, you should tell an invigilator.
6. **You must wear school uniform.**
7. **Seating plans** will be put outside the back of the Main Hall before each exam. Please check the seating plan to see in which room your exam will take place (Main Hall, Sports Hall etc.) and where you will be sitting.
8. **Wait sensibly and quietly** outside the Exam Room where your exam will take place (Main Hall, Sports Hall etc.) and listen to instructions.
9. From the moment you enter the Exam Room **you must be silent at all times** unless you are speaking to an invigilator. If you wish to speak to an invigilator, please raise your hand and wait until an invigilator sees you. **Do not call out.**
10. **You must not communicate** with another candidate (other people taking the exam) or disturb them in any way. Do not talk, wave, turn round – there must be **no communication at all.**
11. You must not bring any notes or books into the exam room with you. If you are found to have notes relevant to the exam you are taking on you, you will immediately be removed from the exam and not be allowed to continue.
12. **Mobile phones, Smart Watches, MP3 players, pagers or any other electronic equipment are not allowed** in the Exam Room. Please leave them at home on exam days. If you

bring them into school you must leave them in the room designated for bags and coats. If you bring any of these items into the Exam Room they must be handed in to an invigilator **before the start of the exam**. They will be kept safely and given back to you at the end of the exam.

13. **If you are found to have any electronic items** or notes or books on you during the exam we have to report it to the exam board and you could be disqualified from all of your exams as this counts as cheating.
14. **You will not be allowed to go to the toilet** during an exam unless it is a medical emergency.
15. Before each exam you will be told **where to leave your coat, bag** and other belongings. The Academy cannot accept responsibility for any valuables left in coats or bags, so leave them at home. You must not take a coat/jacket, scarf, gloves or bag with you into the exam room. If you have a pencil case with you it must be see through.
16. **Eating, including chewing gum, is not allowed** in the Exam Room. If you wish to take a drink with you in hot weather **only water in a clear bottle with the label taken off** is allowed, no cans, no lucozade etc.
17. You will only be allowed to use a **black ball point pen** to write your answers. You can bring your own pen if you want to. For drawings you should use a pencil. You must not use correcting fluid, gel pens or highlighters on your answer papers.
18. **You will not be allowed to leave** the Exam Room until the exam finish time.
19. **You must wait in silence** at the end of the exam until you have been dismissed by the invigilator and then leave the Exam Room as quickly and quietly as possible.
20. Remember that these are the **rules set by the Exam Awarding Bodies** and they are the same for everyone in the country when they are taking exams. The Awarding Bodies have Exam Inspectors who visit schools to check that the rules are kept.