

## **Re: Examinations Regulations**

Dear Parents/Carers,

As you are aware, next week Year 13 students will be sitting their mock exams. Below are our regulations in place during examinations. Last year we had an unfortunate incident where a student was disqualified from their exam due to having a mobile phone on their person. They had forgotten to take it out of their blazer, and even though there was no evidence that they intended to use it in any way during the exam, the exam regulations meant that it led to them not being awarded their GCSE in that subject. This was obviously devastating to the pupil affected. We always highlight the rule about mobile phones to pupils before every exam they take, and, as an added precaution this year (in line with many other schools), we have invested in a metal detector to conduct spot checks to ensure phones are not on their person. Please read and discuss the regulations below with your child.

### **Pre Examination Preparation**

Read your timetable carefully to ensure that you are at the exam hall/room at the right time doing the right examination. This is your responsibility.

### **Examination Day**

Bring the correct equipment to each exam. Do not rely on other people to provide it for you. You should have: **black ball point pens**, pencil, ruler, rubber, pencil sharpener, **calculator**, compass and protractor. Equipment **must** be carried in a **clear plastic pencil case**.

You are not allowed to have anything under your desks so anything you don't need must be left in your bag e.g. unclear pencil cases, glass cases, calculator lids.

**Once you have lined up you must be silent and remain so until you leave the exam hall/room.**

**All mobile phones or any other electronic devices must be switched off and not on your person. They may be left in your bag or handed in to an invigilator. If these are found on your person, you will be committing malpractice, even if it is switched off. The awarding bodies will be informed and you will be disqualified from that paper and maybe others. This includes iWatches.**

We will be using an electronic wand to spot check students as they enter the hall.

Normal watches must be taken off and either left in your bag or placed on the desk in front of you.

**There must be no paper of any kind in your pockets.**

### **During the Examination**

No talking or looking around at others. Do not distract other students. This includes brushing your hair, when you keep taking your hair out of any hairbands and then putting it back or putting on lipseal. This is a distraction for others.

Listen carefully to the invigilators' instructions.

Use all the time given to complete the paper and if there is time when you finish, check your answers carefully.

If you need assistance during the examination, raise your hand and an invigilator will come to you. They are not able to answer any questions on the exam, read anything to you or explain what a word means. Going to the toilet during the examination is not allowed.

A clear bottle of water is allowed but any **labels must be removed**. Soft drinks/food are not allowed. Once the examination has ended you must remain in silence until you are dismissed.

Yours faithfully,

Ms Cardnell