



The Ebbsfleet Academy Examinations Regulations

The following are to advise you of the regulations in place during examinations.

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.

Nothing is to be placed under the exam desk or chair.

A list of seat numbers will be available on the exam notice board outside the sports hall and on the VLE. Your tutors will advise you of your seat number the day before each exam.

At the start of each examination, line up quietly outside the exam hall/room and listen to instructions given by staff. You will be called into the exam hall/room one by one.

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

On entry into the sports hall place your bag and coat against the right hand side or back depending on where you are sitting. If in a room, place them at the front.

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.

All watches must also be taken off and left in your bag.

You must also not have any pieces of paper, calculator case, passport or your planner on your person. You must check your pockets before you enter the exam hall/room and again when asked to do so once you are in the exam hall/room.

During the Examination

No talking or looking around at others. Do not distract other students.

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.

Do not deface (write on) exam desks/tables. You will have to clean the desk/table and if it cannot be removed a bill of £25 will be sent home.

Failure to follow these regulations will lead to detentions and possible exclusions.