



Exam Protocols - Summer Exams 2024

1. Pupils must arrive for their exams on time. The full timetable for all students has been issued to students and can be found on Compass Newsfeed. Students will be informed by their year head where each exam will take place. This will be shared on Teams.
2. Students are expected to bring their own pens, pencils, calculator and writing materials in a clear plastic bag / container or pencil case into the exam. It cannot be guaranteed that the school can provide any required equipment for eg. calculators. Neither food nor water is allowed in the exam centres.
3. Students are expected to arrive to their exam hall 10 minutes in advance of the start time. If a student has for example, an early exam only, they are expected to return home to study for the rest of the day. If they have an afternoon exam only, they do not come in until exam time. Our library has limited capacity and so is available for limited numbers in exceptional circumstances. We will do our best to accommodate any students and their needs.
4. Classrooms 1-9 will be made available for breaktimes.
5. As per State Exam Guidelines, bathroom breaks are not allowed in the first 20 minutes of the exam nor for the last 15 minutes.
6. Phones are not allowed into classrooms or exam halls and should be left at home (or alternatively in a locker or bag.)
7. Each pupil will be provided with paper at the beginning of each exam. Pupils may not bring this paper out of the classroom after the exam. Where graph paper and/or log tables are needed, they will be provided by the school.
8. Pupils must remain silent once exam papers are being handed out and when they are being collected at the end of the exam.
9. Students must remain mindful and respectful that exams may be continuing for other students when they are finished and remain quiet in the surrounding areas.
10. The examination will be cancelled if a pupil communicates or copies or uses digital technology for this purpose during the exam.
11. All students must be in full uniform for all exams.
12. Only in exceptional circumstances can a student seek alternative arrangements to sit an exam in its aftermath. This must be requested in writing to the school. Each case will be decided on individually and in negotiation with the subject teacher.