

General Student Exam Policy

Examinations Regulations

The examination regulations are set by the Joint Council for Qualifications (JCQ). Please make sure you are aware of all the rules and have viewed the documents which are on the exams page of the school website.

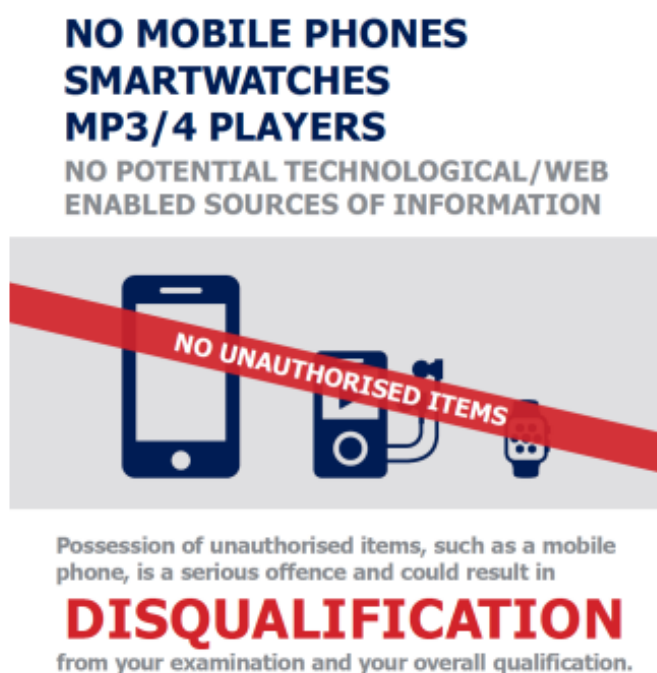
Absence

You must attend all the exams that are on your timetable.

If you miss an exam due to illness, your parent or carer must contact reception on 020 3143 7100 as soon as possible on the morning or afternoon of the exam.

Unauthorised materials

Before the start of each exam your mobile phone and watch must be kept in your bag, which will then be stored in locked cages until the end of the exam.



Cheating

Any kind of cheating will be reported to the exam boards. Cheating includes:

- Using unauthorised aids
- Communicating with other candidates (verbally or otherwise)
- Copying from other candidates

Penalties for cheating include a zero grade for the examination paper.

Examination Papers

Make sure that all answer booklets and additional paper have your name and candidate number on them. Check that you have the correct question paper: check the subject, paper number and tier of entry.

Behaviour in the examination room

You must be silent at all times when you are in the exam room. This includes entering and leaving the room, and in the corridor outside of the Sports Hall and the sixth floor of the sixth form site. If you need assistance, put your hand up and wait for an invigilator to help you. Once you have entered the exam room, you need to be escorted at all times if you need to leave.

Students who are disruptive to other candidates or disrespectful to invigilators will be removed from the room, and this disruption will also be reported to the exam boards, who may decide to award the student a zero for the examination paper in question.

Exam finishing time

You will not be allowed to leave an exam early. If you finish your paper early, use the remaining time to check your work and consider how you can improve your answers.

In the event of the fire alarm going off

If the fire alarm goes off, remain seated and follow the invigilators' instructions.

Use of the toilet

Use of the toilet will be permitted:

Year 10 and 11 – after 2 hours

Year 12 and 13 – after 2.5 hours

Please make sure you have used the toilet before your exam starts.

Invigilators

Invigilators are in the exam rooms to supervise the conduct of the examination and to hand out and collect exam papers. Listen carefully to their instructions. They cannot discuss the exam paper with you or explain any question.

Your invigilators will report to the Exams Officer if they suspect anything to be suspicious or disruptive.

Equipment

You must bring your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. You should bring your equipment in a clear transparent pencil case. Ordinary pencil cases are not allowed.

All cases must be removed from calculators before you enter the exam hall.

The following equipment should be brought to every exam:

- 2 pens – BLACK ONLY / 2 HB pencils / A ruler / A pencil sharpener /
- A rubber

For certain exams you will also need the following:

Calculator / compass / protractor

Highlighter (only used to highlight text in the question paper, never in your answer booklet)

Coloured pencil crayons

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens MUST NOT be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. You must not use any correcting fluid or tape in any answer booklets.

You will not be given any rough paper.

Calculators

For exam papers where calculators are permitted, please bring your own calculator if you need one. You are not allowed to borrow a calculator from another candidate or to use a mobile phone as a calculator. Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes. YOU are responsible for making sure your calculator works properly and for clearing any information stored on it. Additionally:

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

Dictionaries and computer spell-checkers

These are not allowed unless you are told otherwise.

Drinks and food

You are allowed to take a clear plastic bottle of water with the label removed into the exam room. Chewing gum and any other food or drinks are not permitted. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot do this for you, so please make sure you have enough for the whole exam time.

End of the exam

The invigilators will collect your exam papers at the end of the exam. Absolute silence must be maintained during this time. Question papers, answer booklets and additional paper must NOT be removed from the exam room. You must remain silent until you are outside the Sports Hall / Small room **and** Sports Hall / Small room corridor.

Location and timings

Please arrive at the main school canteen in time for the following:

8.30am for your 9.00am exams

11.00am for 11.30am exams

1.00pm for 1.30pm exams

Late Arrivals

Please call the school on 020 3143 7100 as soon as possible if you know you are likely to be late. We also need to report lateness to the exam boards. Lateness could lead to receiving a zero for the examination paper in question.

Finally, all the staff at MBS would like to wish you

