



Exam Room Conduct – The Facts

Awarding bodies or Exam Boards – AQA, EDEXCEL, OCR, WJEC, ABC

These are the organisations that give you your GCSE, AS/A level, BTEC or National Qualifications.

They:

- Make the rules that we must stick to during the exams;
- Can withdraw a pupil from an examination if they feel the pupil's conduct was disruptive;
- Will decline to mark an examination paper that has been defaced, or damaged. This could be accidental damage caused, for example by spilling a drink. This is why you may only bring water into the examination room with you.
- Do not tolerate the presence of mobile phones and other electronic data storage devices in the exam room, switched on or off.

Invigilators

- Are employed by the school to ensure the Examination Board rules and regulations are adhered to. Pupils are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the invigilators and members of the Senior Leadership Team.
- The rules regarding silence and the method of communication are strict for public examinations so once you have entered the examination venue; you must go direct to your seat and remain silent. Silence must be maintained, if you need to speak to an invigilator raise your hand.
- Will collect in all personal belongings placed in the plastic wallets, store securely then return the wallets after completion of the exam.
- Will observe all pupils during the examination to ensure JCQ examination rules are adhered to.
- Will report to the Examination board via the Examination Officer and the Head teacher incidents that may affect the security of the examination.

Do not sacrifice five years' work on the part of your teachers and yourselves, by a thoughtless word or a careless action in the Examination hall.

Pupils

- Check the Examination seating plans prior to the exam, these will be on display on an Examinations Notice Board
- Should wear the correct uniform during examinations (or risk being sent home to change).
- Should enter the exam room quietly without communicating in any way with other Pupils.
- Should not have prohibited items such as MP3 players, smart devices or mobile phones on their person.
- Place any prohibited items and any printed materials in the plastic wallets provided to be collected in before the commencement of the exam.
- Bags should not be brought into the examination venue.
- Should adhere to normal school rules – no chewing gum.

Other Information

Absence from examinations

If you experience difficulties during the examination period (e.g. illness, injury, personal problems, family issues) please inform the school immediately so that we may help or advise you.

In exceptional circumstances pupils may be allowed special consideration for absence from any part of an examination, therefore it is essential that appropriate evidence is given to the examinations officer without delay in order to support this.

Parents and pupils are reminded that the school will require payment of entry fees per subject should a pupil fail to attend an examination without good reason and without informing the school. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Attendance

For Year 11, your final official date of attendance at school will be after your last timetabled exam. During the period of the Examinations you should continue to attend lessons, as per your normal school timetable until the final subject paper has been completed. If there are no such lessons then you may be given the choice of either signing-out to study at home or remain in school, the LRC may be available as a study area. A signing-in and out log will be made available to you. Further information regarding this will be given closer to the exams.

Return of Text books

Unless other arrangements have been made text books must be brought in either prior or for the final examination in that subject and should be handed to the subject tutor before, or at the end of the examination in their teaching rooms. Teachers should not be disturbed during lessons at any other time. No results will be sent or certificates awarded to pupils who have failed to return school property. All books, including library books, must be returned.

Remember, to receive your certificates, you must return all books and repay any money owed. Failure to do so will mean your certificates will be returned to the appropriate examination board.

Examination Certificates

The official certificates will be available for collection via the Main reception from 1st December onwards. Certificates must be signed for by yourself. If you are unable to collect and sign you can authorise a named recipient to collect on your behalf, email the details giving your authorisation to examinations@gablehall.com.

Please note that Ortu Gable Hall School DOES NOT keep duplicate certificates, therefore if you lose them, they can only be replaced by direct application to the Examination Board which will incur a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safe. Finally, please note that once you have formally left school and are no longer on roll, for your own safety you are required to enter the school via the Main reception area only.