

Exam Code of Conduct

Examination rules for students

We want the examination period to go as smoothly as possible for you. Therefore, it is important to follow and be familiar with these rules and regulations:

- Arrive on time
- Bring your own exam equipment
- Dress appropriately
- Follow instructions from the invigilator
- Not talk or communicate in any way whilst in the exam room
- Give all papers back at the end
- Ensure all work is your own work
- Ensure you write your name and surname on the papers
- Ensure that their desk is kept clean

If a student does break the rules, they must be reported to the examination board and run the risk of being removed from the examination room and receiving a '0' on their answer script. A report must be sent to the examination board. It is also possible that if one candidate does not follow the rules all candidates in an examination could be disqualified.

What should you do?

1. Check your exam timetable carefully and be sure to arrive in good time. The timetable will be displayed outside the conference room and inside the restaurant.
2. All watches, Mobile phones, MP3 players, headphones and any other electronic equipment must be handed in to an invigilator or remain switched off in your bag
3. Candidates must leave at the back of the examination room their hats, gloves, scarves, coats, bags, books, notebooks or any other material not listed on the exam equipment
4. Bring your own exam equipment. You should have two black pens, pencils, rulers, rubbers, mathematical instruments and calculators without case.
5. All your exam equipment should be on a clear transparent pencil bag or case
6. Candidates will be admitted in silence to the Examination Room 15 minutes before the exam.
7. You are not allowed to use ink erasers, correcting pens, fluids (tipex) or tape.
8. Bring a bottle of still water in a small clear bottle without the labels.
9. Sit at the desk that has been allocated to you – it will have your candidate number on it.
10. Supplementary sheets are attached as asked.

Principal: Amy Welch

Executive Principal: Leon Wilson

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11. Please ensure that your name and candidate number are on your answer script. The invigilator will then dismiss you in silence.
12. On leaving the examination room, please be mindful that other students may still be in the exam and so please move well away from the academy atrium area as quickly and **quietly as possible**.
13. The use of digital watches in examinations is not allowed. Nor is the use of any calculator or alarm system within a watch.
14. Please call the **attendance office** should you know you are going to be late, or if you are unwell. The number is 020 3056 0597.

EXAM EQUIPMENT

The only equipment and item allowed on your exam desk are:

- ✓ Pens (two black ink or black ball point pen only)
- ✓ Pencils
- ✓ Rubber
- ✓ Ruler
- ✓ Protractor
- ✓ Calculator (without case)
- ✓ Compass
- ✓ Clear Pencil case
- ✓ One bottle of water without labels

Make sure you have all the correct equipment before you arrive to your examinations.

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