



Achieving excellence through Curriculum and Culture



EXAM PROTOCOL

Be Kind

Work Hard

Aim High

Our Ambition

*Is to empower our young people,
through education, to have the
knowledge and skills they need to
be successful in life and make a
positive difference to their
communities*



Plymouth School

Achieving Excellence through Curriculum and Culture



WESTCOUNTRY
SCHOOLS TRUST

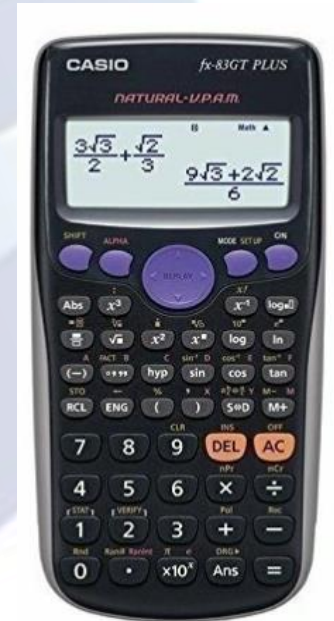
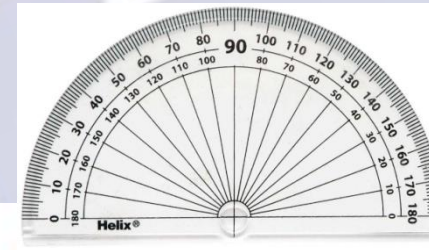


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CHECK THAT YOU HAVE EVERYTHING YOU NEED!



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Secure bag drop: Beckie's office

Please leave any unauthorised items at the bag drops.

The following items are not allowed into the exam room at all and must be removed from your pockets/pencil case and left in your bag:

- a) Phone and ear pods;
- b) Watch and anything else around your wrist e.g. hair scrunchies;
- c) Chewing gum;
- d) Any bits of paper;
- e) Glue stick;
- f) Calculator lid;
- g) Cardboard cover from your eraser;
- h) Coats.

Before & During the Exam



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SCHOOLS TRUST

- a) Make sure there is nothing written or drawn on your hands/arms.
- b) Students with tattoos on their arms need to see Beckie (there are new rules around this).
- c) Beckie has copies of your exam timetables if you have misplaced yours.
- d) When you have everything ready, drop off your bag and come to line up at the correct location. Remember it is better to be early! If you are late the exam will not wait for you. For a morning exam you need to be lining up by 8:45am at the latest. For an afternoon exam you need to be lining up for 1:15pm at the latest.
- e) Listen carefully to any instructions.
- f) You must write within the lines provided in the exam papers.
- g) Once inside any building, you should remain silent and facing the front at all times until back out in the fresh air after the examination has finished. This includes walking into and out of the exam – no speaking or turning around. You may only look to the front or at your paper. This is very important!
- h) Make sure you sit at the correct desk – it will have a piece of card with your name on it. If you are at the wrong desk, please raise your hand and we will help you to find your desk.
- i) Once you have sat down at your desk, you may organise your stationery. Do not open your paper or pick up your pen until instructed to do so by the lead invigilator.

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Bring with you to the exam:

- a) Your see-through pencil case with all the stationery and equipment you need for your exam. If you do not have a see-through pencil case, you should hold your stationery in your hand and put your pencil case away in your bag. Stationery must not be in your pocket – there must be **nothing in your pockets!**
- b) If you are taking a small bottle of water into the exam, the label must be removed.
- c) If you have medication that you need during the exam, please bring it with you and tell the member of staff who is lining you up.



Malpractice

- Social media ban for all exam discussion – exam boards monitor social media so if anyone is seen to be discussing the exams, they can file a malpractice.
- Receiving anything related to exams and not reporting it is also malpractice.
- Going into your pockets/taking things from your pockets.
- Phones or watches on you.
- Turning around.
- Talking/Laughing/smiling at other students – GOING IN, DURING or WHEN LEAVING THE EXAM ROOMS.
- Not listening and following invigilator instructions
- “If students are found to be in possession of unauthorised materials, they will lose all marks for that paper. If students have attempted to use the unauthorised materials, they will be disqualified.”

Sometimes you don't have to do all the questions – make sure you understand which questions you have to do, then attempt them all and don't give up!



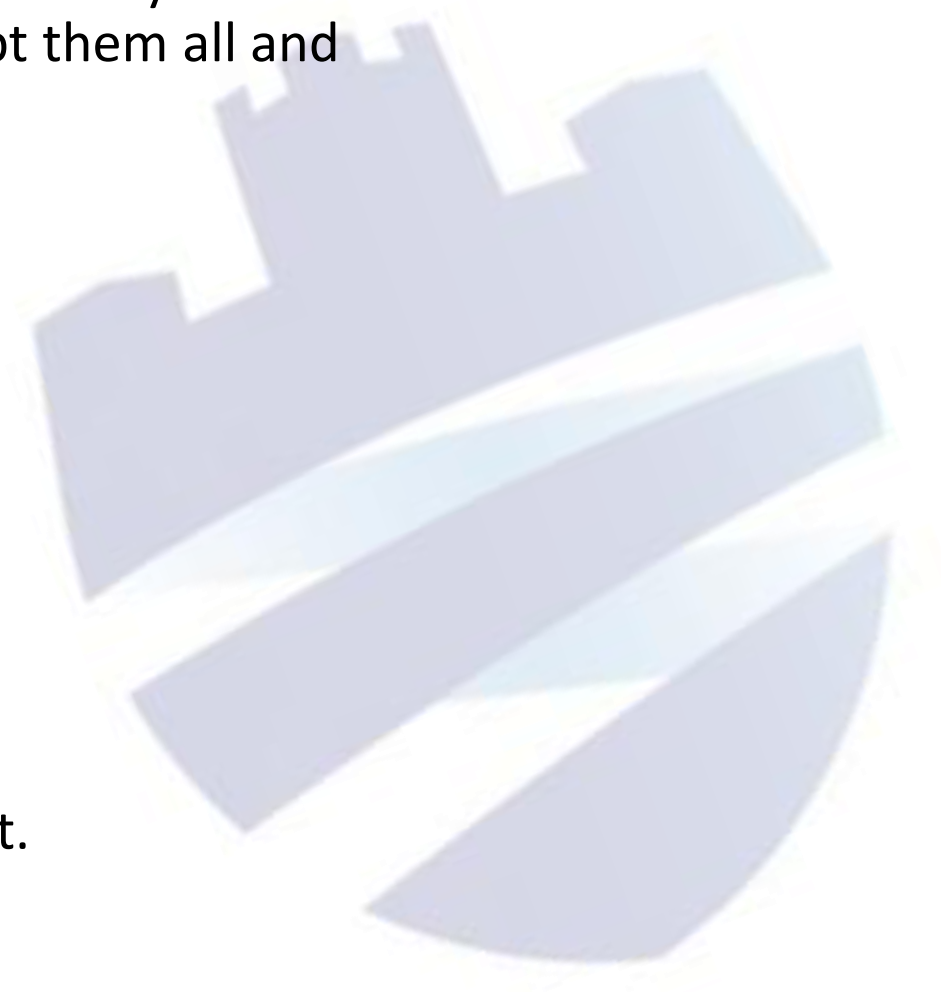
If you have been allocated extra time, make sure you use it.

You must stay sitting up at all times.
Look at your paper or to the front.

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AT THE END OF THE EXAM

- a) You will be told to put your pen down – you must do this immediately and sit in silence, facing the front. There will still be other students with extra time or doing other exams who are still working.
- b) Follow the instructions of the lead invigilator.
- c) You must stay in single file, silent and facing the front until you get right outside the building.
- d) Once you leave the building, you may talk but please keep walking so that you don't block the way for other students behind you.
- e) Go quickly back to your classroom or where the lead invigilator has directed you to go. Remember, everyone else is still in lessons and must not be disturbed.