

Kingsdown Secondary School

Public Exam Procedures and Behaviour Briefing for Students

Before the Exam

- Wear school uniform.
- You will be provided with all the equipment you may need (pens, pencils, rulers, calculators etc.) You do not need to bring any personal equipment.
- **Arrive to school at the usual time – 8.25 a.m. Do not be late.**
- Put coats, bags and any other belongings into your locker as per the normal morning routine.
- Hand in your phone(s) and your valuables. **No mobile phones, MP3 players or other electronic devices including those in watches etc. are to be brought into the exam room.**
- Go to the toilet **before** the exam – if you go during the exam you will be wasting your time.
- **For morning exams starting at 9.30 a.m. be prepared to enter the exam room at 9.20 a.m.**
- **For afternoon exams starting at 1.30 p.m. be prepared to enter the exam room at: 1.20 p.m.**

In the exam room

- You must enter the exam room in absolute **silence**.
- Your name and candidate number will be on the desk where you will sit. You must **sit only** in the seat allocated.
- Do not write on your name and candidate number.
- Do not touch any papers until you are asked to do so.

- The person supervising the exam (the invigilator) will read through the instructions with you and give you time to write your details on the front page of your answer paper.
- The invigilator will tell you how much time you have and when you should begin.
- **Do not leave your seat or call out** – put up your hand and the invigilator will come to you.
- **DO NOT ATTEMPT TO CHEAT, COMMUNICATE WITH ANY OTHER STUDENT IN THE EXAM ROOM OR MAKE ANY NOISE. YOU WILL BE REPORTED IF YOU DO AND RUN THE RISK OF BEING DISQUALIFIED.**
- Do not write or draw anything inappropriate or obscene on your answer papers as you run the risk of your papers being disqualified.
- Do not tear your answer papers as you run the risk of your papers being disqualified.
- Water and tissues will be provided in the exam room. Put up your hand to ask if you need them. Do not use this as an excuse to waste time.

End of exam

- Stop **immediately** you are told to do so and put down your pen.
- Check that you have completed the front of the exam answer booklet and attached any extra pages.
- The invigilator will tell you when to leave. **Leave in silence.**
- **Do not take any papers out of the exam room.**

Lateness/Illness

- If delayed, ring school.
- If ill try to attend. After the exam, get a doctor's certificate. If too ill to attend, phone the school before the start of an exam. Again, get a doctor's certificate.

GOOD LUCK EVERYONE AND TRY YOUR BEST!