

Appendix 1

YEARS 8-14 WINTER EXAMINATIONS November/December 2023

EXAMINATION RULES TO BE OBSERVED BY ALL PUPILS

1. During the timetabled examination period (Wednesday 28 November to Friday 8 December 2023) all pupils entering the school premises to complete an examination, should go immediately to the examination venue and wait outside the venue until a member of staff arrives.
2. The timing for daily examination sessions are as follows and school buses will run as normal.

AM 1	All pupils should be seated in their examination venue by: (Years 11-12 only) Wednesday 28 November-Friday 30 November by 9.10 am at the latest, as the session starts 9.15 am . Monday 4 December-Friday 8 December by 8.50 am at the latest, as the session starts 9.00 am .
BREAK	11.00 am-11.20 am
AM 2	All pupils should be seated in their examination venue by 11.15 am at the latest , as the session starts 11.20 am .
LUNCH	12.40 pm-1.10 pm <i>Please note that Years 8-10 pupils who do not have an examination scheduled for the daily PM session, are required to remain in school for lunch and then leave school at 1.10 pm.</i>
PM	All pupils should be seated in their examination venue by 1.10 pm at the latest , as the session starts 1.20 pm .

3. Years 11-14 pupils are only required to be in school when they have an examination (for example, a pupil who has an examination AM1 and PM may leave school after the AM1 session and return for the PM session).
4. However, Years 11-14 pupils arriving/leaving school during the school day must be in school for a whole session (AM1/AM2/PM). Pupils should arrive **5 minutes prior** to the beginning of the examination and **cannot** arrive late for a session and/or disturb an examination in process.
5. Years 11-14 pupils in school to revise AM1 and or AM2 sessions should go to the **STUDY HALL** where they will be supervised by a member of staff.

Please note that there will be no other revision venues available to pupils during the examination period and pupils are not permitted to avail of any other areas in school for revision - this includes the school library which will not be available for revision.

6. Years 8-10 pupils who need/wish to remain in school until 3.30pm should go to the **STUDY HALL** immediately after the end of their lunch or PM examination.
7. In the unlikely event of a fire alarm going off, pupils should remain seated and wait for instructions from the supervising teacher(s).
8. Pupils should ensure that they use the nearest restroom facilities at break/lunchtimes.
9. Pupils will not be permitted to leave the examination venue within the last ten minutes of the examination. All pupils must remain in the room until the end of the examination.
10. Strict silence must be observed from the time that the supervising teacher announces the beginning of the distribution of examination papers, until the announcement at the end of the examination that all papers have been collected.
11. Pupils should not attempt to communicate in any way with anyone in the examination venue, except the supervising staff. If a pupil needs to ask a question during the examination, they must raise their hand and wait for the supervising staff to respond.
12. Pupils may not give help to another pupil or ask for help from another pupil during an examination.
13. Pupils must leave all books/bags at the front/back/outside of their examination venue.
14. All pupils should use a clear pencil case.
15. Pupils should write only in black ink. Use of Tippex/correcting fluids is not allowed.
16. Pupils must not use any aid which could be interpreted as copying or supplying information which they are expected to know. In certain subjects some external aids are permitted, for example, calculators. If in doubt consult the supervising staff.
17. All mobile phones must be switched off and left at the front of the examination venue on arrival. Any type of watch should not be worn/brought into the examination venue and pupils are advised to leave smart watches at home. There must be no use of mobile phones/electronic devices during the completion of examinations.
18. Clocks will be available in all venues to assist pupils with timing during the examinations.
19. Pupils should remain silent and not leave their seat until all the papers have been collected and they have been instructed to leave.
20. There must be no eating during examinations and water bottles should be clear.
21. Any pupils found, or suspected of being in breach of these rules, will be reported to the Vice-Principal, who will investigate the matter and decide on an appropriate response.

L Montgomery (Mrs)
Senior Manager i/c Assessment & Reporting

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