



Aspire Believe Achieve

Stockland Green School's Expectations for Student Behaviour Before, During and After Exams

Be prompt. Arrive for all exams promptly. Check seating plans in advance to find your seat.

Do not bring any items with electronic/storage device or digital facility into the exams (**including mobile phones and all watches**) as doing so will lead to your disqualification by the exam board.

You **must** turn off and place all devices into the bags given out by the invigilators. Remove the loose card with a number from the bag and place it on your desk for the duration of the exam. **You will be scanned for disallowed items when entering an exam room.**

Go to the toilet before exams begin, only students with a toilet pass will be allowed to go to the toilet once you have entered the exam room and will be escorted by an invigilator.

It is your responsibility to ensure that you bring all the correct equipment with you for exams. You must bring 2 black biros for all exams. Gel pens are not acceptable to exam boards as exam papers are scanned and the heat produced melts the gel ink so answers cannot be read.

Leave your **student ID card** which will be on your exam desk so that it can be seen at any time during the exam by an invigilator for identification purposes. These **must not** be drawn on, bent or removed **during or after** the exam has finished.

Hats, coats and bags must be left at the back of the exam room. If headwear is worn for religious reasons a check in private may take place to ensure you don't have disallowed items on you.

Food, **including chewing gum and sweets**, is not allowed in exam rooms. Food would only be allowed where there is a previous exemption on medical grounds.

Still clear water only will be allowed in a **completely clear bottle**. Any labels must be removed from the bottle. No coloured drinks, fizzy drinks or coloured bottles are allowed in exams rooms.

Once you enter the exam room there can be **no communication between students**. **This includes making eye contact and/or talking with other students**. **You must sit down and face the front at all times**. Find your seat quickly and sit down quietly.

Complete silence must be maintained from the moment you enter the exam room until AFTER you are out of the room and well away from the exam room door.

If you have a question during the exam **raise your hand** and wait patiently until an invigilator comes to you. Any other communication will be treated as **malpractice** and **must be** reported by the invigilator to the exam board which could lead to your **disqualification**.

Once the exam has started you **cannot leave the exam room** until the end of your exam unless instructed to do so by an invigilator.

If the alarm bell rings stay seated and listen carefully to the instructions the invigilator gives you before the room is evacuated.