



## Examination Procedure for Pupils

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<b>Responsible:</b>	Curriculum Team		

This Policy applies to both Orley Farm School examinations and examinations run on behalf of external agencies.

- a. This Policy will be discussed in class before any period of examinations/assessments, after which all pupils from Year 5–8 will sign their Form Exam Procedure Acceptance Document, to acknowledge it has been read and understood.
- b. It is the candidates' responsibility to ensure that they know the correct date, time and location of all their examinations. Timetables will be available on Firefly.
- c. Candidates should visit the bathroom before and between exams.
- d. Candidates are allowed to take to an examination desk: pens and pencils, erasers, rulers, geometry equipment, and, except when their use is prohibited, electronic calculators cleared of all pre-stored programmes or information, i.e. nothing in the memory; ***all of these items should be in a transparent pencil case or bag.***
- e. A bottle of water is allowed.
- f. Candidates are allowed one reading book. This should be stored under the chair and it can be used **after** the exam papers have been collected in and the invigilator gives permission.
- g. Any material relevant to the exam, bits of paper, text books, note books are not allowed into the exam room.
- h. Candidate are **not allowed** to wear a watch.
- i. Candidates should check they have the correct examination paper before starting.
- j. All paper used during the exam should be named and handed in at the end to the invigilator.
- k. During examinations, candidates must obey all instructions given by the invigilators.
- l. A candidate must not attempt to communicate in any way, on any topic, with another candidate during the examination; this includes hand signals, miming, making faces etc.
- m. Candidates must not disturb other candidates. If this takes place, the invigilator must make a note on his / her exam paper.
- n. If candidates need to borrow a piece of equipment they must attract the attention of an invigilator by raising a hand without disturbing other candidates. It must be returned at the end of the exam.
- o. Candidates needing the toilet must attract the attention of an invigilator by raising a hand without disturbing other candidates. The time they leave and return to the room will be recorded on their script by the invigilator, and the log on the invigilator's desk. No extra time is allowed for toilet visits unless for specific medical reasons.
- p. Candidates should not leave their seat without permission.
- q. Candidates must stop work when instructed to do so by the Invigilator.
- r. Some candidates will be allowed a variation on the examination conditions.
- s. They will have been advised of this in advance by the SENCo.
- t. At the end of the examination, silence must be observed until the scripts of all candidates in the examination room, including those with additional time, have been collected by the invigilators.
- u. Candidates must not leave their desks until the Invigilator announces that they may do so.
- v. Should the Fire Alarm sound all candidates should follow the invigilator's instructions and leave the building.