

# Banbridge Academy School Examinations

## Information For Students and Parent/Guardians

The following points are extremely important. They should be read thoroughly and parents/guardians should discuss them with their son/daughter prior to the examinations.

The rules for school examinations are based on JCQ rules which all schools and students undertaking public examinations must adhere to:

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written Examinations Sep2023 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written_Examinations_Sep2023_FINAL.pdf)

### Before The Examination

1. Be on time for your examinations, **students should be at the exam room 15 minutes before the start time**. Students in Years 11 - 14 will be called into the examination hall row by row. Please queue quietly outside the correct venue.
2. If students encounter any difficulties (eg travel) which will affect their ability to arrive promptly for their examination, please **contact the school office** immediately, leaving the student's name, a contact telephone number and details of the examination he/she may be late for.
3. If a student is not well enough to attend his/her examination, please **contact the school office** immediately, leaving the student's name, a contact telephone number and details of the examination he/she is unable to attend.
4. If a student arrives **late for an exam**, they should **report immediately to the exam room invigilator**.
5. Students **must not** bring a mobile phone or other electronic devices, such as an iPod, MP3/4 player or similar device into the examination room. If a student has such an item in his/her possession in the examination room, even if switched off, he/she is guilty of **malpractice**, which has **very serious consequences**.
6. Students must not bring **any form of wrist watch** into the examination, even if it has no storage or internet connectivity.
7. Students in Years 11 – 14 should bring a copy of their examination timetable with the time, venue and row information with them every day.
8. Students must wear a **full school uniform**.
9. Students must not bring food into the exam hall. A bottle of water will be permitted provided the label has been removed.
10. Only transparent pencil cases are permitted in the exam room.
11. Students must remember to bring their own calculator and maths equipment, for the school examinations. Students cannot borrow a calculator or other equipment, from another student during the examination.

## During The Examination

1. Students should enter the examination room in complete silence, sit at their designated desk and remain silent whilst invigilators prepare the room.
2. Students must listen carefully to the invigilator when they read out any examination instructions/information.
3. Students should not start writing anything until the invigilator tells you to. Remember to write your answers in the designated sections of the answer booklet. Additional answer sheets can be provided if you run out of space.
4. Students are **not** permitted to leave the exam room before the end of the exam.
5. Students should write in black ink or ballpoint pen and only use pencils for graphs/diagrams. Students should not use correction fluid/highlighters/gel pens/erasable pens in their answers.

## Examples of Exam Malpractice

- Students **must not bring a mobile phone, other electronic devices** or any **form of wrist watch** into the examination room.
- When in the examination hall, students must **not try to communicate with, or disturb other students** at any time.
- Students must not have **unauthorised material** on the desk or in their possession (e.g. revision notes) during an exam.
- Students must **not have anything written** on their hands/arms/legs...

Failure to observe these rules will be considered as **exam malpractice** and will have **serious consequences, including being awarded 0 for that examination.**

## At The End Of The Examination

1. Please ensure your Name and Registration Group is clearly written on your answer booklet/file pages and any supplementary pages used. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. **Place any loose additional answer sheets inside your answer booklet.**
2. Do not leave the room until told to do so by the invigilator.
3. **There must be no communication with other students in any form until you have left the exam room.**

## Assistance/Special Consideration

1. If, on the day of the examination you feel that your work may be affected by ill health or any other reason, please tell the invigilator.

**2. Put your hand up during the exam if:**

- a. You have a problem and are in doubt about what you should do
- b. You do not feel well
- c. You need more paper

**3. You must not ask for, and **will not be given, any explanation of the questions.****

**4. If you feel that you have been affected by an illness/injury or distressing event at the time of the examination, please speak to your Year Head or Mrs Evans.**