

## **Banbridge Academy School Examinations**

### **Information For Students and Parent/Guardians**

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

**The following instructions will be read out before each examination:**

- **Students must not have a watch, mobile phone, or any other electronic device in their possession during an examination.**
- **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 zero for that examination.**

#### **Before the Examination**

1. Students should be on time for their examinations. Students in Year 11-14 should be at the exam room 15 minutes before the start time and queue quietly outside the correct venue. They will be called into the examination hall row by row.
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 wear full school uniform.
6. Students must not bring food into the exam hall. A bottle of water will be permitted provided the label has been removed.
7. Only transparent pencil cases are permitted in the exam room.
8. 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.

9. Year 8-10 students may be given some revision time so should come prepared to revise using their notes or past papers etc. Mobile phones will not be permitted during revision sessions.
10. Year 11-14 students may use the Library for private study during the examinations.

### **During the Examination**

1. Year 11-14 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 them to. Remember to write answers in the designated sections of the answer booklet. Additional answer sheets can be provided if needed.
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.

### **At the End of the Examination**

1. Students should ensure that their name and registration group is clearly written on the answer booklet/file pages and any supplementary pages used.
2. Students are not allowed to leave the exam room until told to do so by the invigilator.
3. Students should leave the exam hall quietly as other exams may be continuing in the hall. They should also be mindful of exams continuing in other rooms throughout the school.

### **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.