



CONDUCT IN EXAMINATIONS NOTES FOR CANDIDATES

- All venues and start and finish times of examinations are indicated on your individual exam timetable. You should aim to arrive no less than 10 minutes before the examinations start. Candidates who have exams in the hall must wait in the courtyard area (during good weather). Please look at your timetables carefully as start times/venues vary
- For morning examinations - you must go to period 1 for registration and then make your way to the exam venue. For examinations straight after lunch - candidates should make their way immediately to the exam venue and registration will be taken there
- Candidates must wait quietly outside the examination venue, enter the examination room in **complete silence** and must **remain silent** until they have been formally dismissed from the examination room by the invigilator
- When the Invigilator dismisses you from the examination room, you must vacate the exam area **immediately**. You must **not** wait outside exam venues for other candidates or **disrupt** other lessons that are taking place
- All candidates must respect the requests and follow the instructions of the Invigilators **at all times**. Any incidents during the exams will be logged and followed up by the Senior member of staff and may lead to disqualification. You **must** use your legal name on all exam answer booklets (as per name card provided in each exam)
- Candidates must wear **correct full school uniform** during the examinations; failure to do so may result in you being withdrawn from future examinations (hoodies are not permitted at anytime).
- Any attempt at **copying from** or **communicating with** any other candidate during an examination can lead to disqualification
- You are responsible for providing your own pens, pencils, rulers, calculators, dictionaries and any other equipment you may need or are permitted to use in the exam. Items **must** be in a clear pencil case or bag. Borrowing items will not be allowed in the examination room. **Tippex should not be used in any examination**
- You **must** use your **legal name** on all exam answer booklets (as per name card provided in each exam)
- Exam answer booklets are scanned by the exam boards, therefore, only use the colour pen stated on the front of the question booklet. Please do not 'doodle' on your answer booklets. This may cause problems with scanning/marking
- **Mobile phones or any other electronic devices are not allowed in the examination room** and as such should be left at home or in your locker. If a mobile phone or any other device is brought in to the examination room, then it must be handed to an invigilator for the period of the examination. *All items handed in are left at the owner's risk.* **Kingsdown School does not accept any responsibility for any loss or damage caused**
- Bags and coats may be taken into the examination room but must be placed as instructed by the Invigilator for the duration of the examination
- Carry your individual exam timetable to each examination. Check the seating plan outside each exam room for any seating changes
- Candidates may bring a clear bottle of water (**with the label removed**) into the examination room. Any other drinks (including cans) are **not** allowed. Eating is not allowed in the examination room (exceptions on medical grounds, please contact the Exams Officer prior to exam)
- If you are absent from an exam, you must speak to your year office or exams officer immediately
- Access Arrangements are only allowed if assessed and awarded by school. For Special Arrangement requests please speak to the year office in advance of your exam, who will advise you further

Please note: non-valid reasons for absences from exams may result in you being charged for their exam entries and certificates withheld until payment made.