

## Exam Policy

### **Rationale:**

At Eden Park Academy the Examinations Officer keeps all external examination papers under a double lock in a safe in a secure room. The safe is secured into the floor behind a single use door. The Examinations Officer and Head alone holds the keys which are kept on their person. In the event of their absence through illness or emergency they would pass the key personally to the Deputy who would then substitute for the Head in the execution of the duties below. In the (very unlikely) absence of both the Head and the Deputy, the Area Manager would substitute.

On the day of the examination the Examinations Officer receives the appropriate number of exam papers and then personally conveys the exam papers in a sealed envelope to the examination room where she hands the sealed envelope to the **Principal Invigilator (PI)** who will then place the exam papers on the individual student desks (according to the advance seating plan) BEFORE the students are permitted to enter the examination room. Students will be allowed by the PI to enter the exam room 15 minutes (or more if the particular awarding body provides for this) before the exam is due to commence. During these 15 (or more) minutes students are expected to complete the necessary administrative formalities connected with the examination. Students will be told by the PI of the need for TOTAL silence from the moment they enter the exam room until the moment they leave the exam room on completion of the exam. If the students have any questions for the PI prior to the start of the exam they should raise their arm and the PI will respond to them. All invigilators should have access to the JQC Instructions for Conducting Examinations and a copy should be in the main exam room.

On entry to the exam room students will be instructed to leave their bags and other personal belongings at the front of the exam room. Some exams permit students to bring in to the exam and use certain materials e.g. unannotated statute/case books in law exams. Students and invigilators must not use mobile phones or similar devices within the examination room. All phones must be turned off and placed at the front of the exam room alongside the bags and other personal belongings.

Where a student declines to place their phone at the front of the exam room the PI should confiscate the phone.

### **STUDENTS SHOULD BE INFORMED BY THE PI THAT**

- ALL MOBILE PHONES OR SIMILAR MUST BE TURNED OFF AND PLACED AT THE FRONT OF THE EXAM ROOM AND THAT IF A



**Eden Park Academy**  
Every Pupil Achieves

**STUDENT IS FOUND TO HAVE SUCH A DEVICE ON THEIR PERSON OR ON THEIR DESK AFTER THE EXAM HAS BEGUN (whether turned off or on) THEY WILL BE AWARDED A MARK OF ZERO FOR THAT PAPER.**

- No food may be taken into the exam room.
- Each candidate is permitted to take one bottle of drinking water (max 1 litre) into the exam room.
- Students who break the total silence requirement will be asked to leave the exam. If they refuse and continue with the inappropriate behaviour such as talking to, or disturbing, other students may be seen as misconduct and lead to a penalty (AQA 2106).

If you are found guilty of breaching any of the malpractice rules you could find yourself facing:

- a warning (880 given in summer 2014)
- loss of marks for a section, component or unit (1,220 in summer 2014)
- disqualification from a unit, all units or whole qualifications
- a ban from sitting exams for a set period of time.

In the June 2014 exam series, 2,550 penalties were issued to students. This is a decrease of 1.5 per cent from the 2,590 penalties in the 2013 summer series. Of the 2,550 penalties, 1,200 (47% of the total penalties) were issued for bringing unauthorised material into the exam room (AQA 2106)

A working and accurate clock should be conspicuously displayed.

The PI will clearly inform the candidates when the time comes for the exam to begin and will make appropriate announcements where any reading time is allowed.

At no time should the candidates be left unsupervised by one or other of the invigilators. Where possible the class teacher should also be allowed to be present at the beginning of the exam to give a re-assuring presence to the candidates.

The invigilator-student ratio should be 1-8 pupils within Eden Park Academy.

Should a candidate be in urgent need of a toilet break during the exam the PI will, as quietly as possible, summon the designated staff member by asking them quietly the staff member will accompany the candidate (discreetly) to the toilet to ensure that no cheating takes place there.

For this reason, there may be a need to have both male and female care staff on standby if both genders are sitting the exam. Should a candidate be taken



**Eden Park Academy**  
Every Pupil Achieves

ill during an exam similar procedures will be followed with the candidate being escorted to the Den or other appropriate location.

An invigilator must be vigilant at all times. During the examination the invigilator is to walk quietly up and down the aisles from time to time to ensure that no cheating takes place. Any improper practices by candidates will be recorded and reported by the invigilator.

Annual training is available to all staff on Inset Days to keep in line with current guidance.

Review date 2017



**Eden Park Academy**  
Every Pupil Achieves

Appendix 1.



**Eden Park Academy**  
Every Pupil Achieves

For emergency evacuation during exams, please see appendix 1.