

GORDON'S SCHOOL
PUBLIC EXAMINATIONS POLICY

The core principle that guides everything we do is **Putting Students First**.

1. Public Examinations may only be started, invigilated and finished by trained invigilators not teachers. In light of this, 'pre-examination briefings' are held prior to GCSE examinations in most subjects so that students in Key Stage 4 receive relevant last minute advice that may be appropriate. At A level, many departments also hold pre-examination briefings. These briefings must not be held in the exam hall and should, therefore, be held in an alternative, appropriate space.
2. Invigilators are responsible for the administration of examinations monitored by the Examinations Officer and subsequently Deputy Head (Curriculum).
3. Morning exam sessions start at 9.00am and afternoon examinations at 1.30pm.

Please note carefully the start times on the main exam timetable.

4. External invigilators will be used.
5. All invigilators undertake annual Safeguarding training.
6. At the end of the examination, all examination papers should be returned by the invigilator to the Examinations' Officer in the School Office.
7. Invigilators must be seen by candidates to be vigilant.
8. The punctuality of invigilators is very important.
9. Students must be dismissed with minimum disruption and noise, especially if other students are still working.
10. Invigilators have their own mobile phones to contact the office in any emergency - Tel: 01276 859712 or extension 2213.
11. The invigilator finishing the exam must ensure that the 'exam box' and its contents is returned to the school office.
12. In the case of a mock examination, all the above applies with the exception of a more varied start time and the pre-exam briefing is held in the mock examination room.
13. All invigilators, including members of the Learning Support Department who undertake or are involved in invigilation, need to complete annual Public Exam training and complete an online assessment to confirm they have understood and 'passed' the training.
14. There must be a chain of custody for every examination paper taken outside of the main examination hall.
15. No member of staff is allowed to sit a public examination in the centre.

Jacqueline Pierce
Deputy Head (Curriculum)

Next Review Date: September 2024

16. Members of the invigilation staff/Learning Support invigilation staff must not open any paper before the start of the examination. The only exception is at the request of the Examination Officer for essential checking such as for maps in Geography papers so that they can be copied for those with specific educational needs such as sight impairment.

The details below are made available to candidates by the Assistant Heads (Sixth Form and Upper School) at special assemblies before the examinations.

PUBLIC EXAMINATIONS - Information for candidates

1. Most morning exam sessions start at 9.00am and afternoon exams at 1.30pm unless stated otherwise. Please pay particular attention to the start times given on the main exam timetable and be aware of any pre-exam briefings that may be scheduled.
2. Typically, candidates will receive a 'pre-exam' briefing before each exam. Following this, Candidates should wait outside the exam hall to be directed to their places by the invigilators.
3. Candidates may not have bags, books (unless authorised) or pieces of scrap paper with them in the exam room. Calculator instructions are not allowed. Covers must be removed from calculators. Programmable calculators may not be used. Candidates should not bring any bags to the exam room.
4. Each candidate should bring the essential equipment: a minimum of two pens, two pencils, rubber, ruler, protractor and calculator where permitted. Candidates must use pens with black ink. This equipment should be in a clear plastic bag/pencil case. Water bottles must be clear with labels removed.
5. Candidates must be familiar with the exam regulations posted on the school website.
6. Candidates should sit at the desk that has their name and candidate number.
7. A candidate coming in late for an exam must report to the Examinations Officer at the School Office who will then escort them into the exam room.
8. There must be no talking during the examination. A candidate who is suspected of cheating in any way during the exam by using notes, bringing materials into the exam room, or communicating with other candidates by word, sign, note or any form of distraction, may be disqualified from the paper. Examination Boards state that where cheating has taken place, candidates are liable to be disqualified from all examinations, including papers already completed.
9. No one may leave before the end of the examination.
10. When you are dismissed, you must leave with the minimum disruption and noise, especially if other candidates are still working.
11. Normal school uniform must be worn by all GCSE and A level candidates.
12. Mobile phones and any other web-enabled technology should be switched off and placed at the back of the examination room in the box provided.
13. No watch, including traditional watches, may be taken into the examination hall.

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Deputy Head (Curriculum)

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