

# Conduct of Examinations Policy

[Next update - September 2018]

# Priory School

## Conduct of Examinations

School examinations are held in all subjects biannually – in January and June. A timetabled examinations week will operate on these occasions.

Exception: Mock GCSE and A level examinations are to be held each December.

- 1) Durations: S1      1 paper x 1 hour per subject  
                  S2      1 paper x 1 hour 15 minutes per subject  
                  S3      1 paper x 1 hour 30 minutes per subject  
                  S4      GCSE practice papers as required  
                  S5      GCSE practice papers as required  
                  VI      2 papers x 2 hours per subject (A Level practice papers as required)
- 2) Cover sheets to be formatted, and bearing school logo for uniform appearance.
- 3) Copies of all examination papers set, including GCSE and A Level papers, to be filed in each department.
- 4) Results deadlines for coursework (where used) and examinations to be STRICTLY met.
- 5) Supervision rota to be drawn from teaching timetable.
- 6) Examination room discipline (especially important for GCSE and A Levels) as follows:
  - a) Candidates to wait OUTSIDE room until called in. Candidates to enter IN SILENCE.
  - b) Once seated, candidates to be reminded that they are ‘under examination conditions’ (ie no talking).
  - c) Warning to be issued that breaches of rules render offenders liable to disqualification.
  - d) No-one to leave examination room early. NO EXCEPTIONS (except on medical grounds). Candidates allowed extra time to use ALL extra time allocated.
  - e) Invigilators to be ACTIVELY vigilant.
  - f) Desks to be evenly spaced in rows. GCSE and A Level candidates to sit in pre-labelled desks, arranged alphabetically.
  - g) No electronic communication devices or programmable calculators.
  - h) Runners to be drawn from pupils not in lessons.

**Authorised by the Principal, Mr E J Matyjaszek**

**October 2017**

