



# The Priory School of Our Lady Of Walsingham



## Conduct of Examinations Policy

Reviewed by: Executive Committee

On: .....

Next review due: September 2024

Signature of Principal .....

## Procedures and Conduct of Examinations

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

Exception: Mock GCSE and A level examinations may be held each January or as appropriate.

1. Cover sheets to be **formatted**, and bearing school logo for uniform appearance.
2. Copies of all examination papers set, including GCSE and A Level papers, to be filed in the School Office.
3. Results deadlines for non-exam assessment (where used) and examinations to be **STRICTLY** met.
4. Supervision rota to be drawn from teaching timetable.
5. Examination room discipline (especially important for GCSE and A Levels) as follows:
  - 5.1. Candidates to wait **OUTSIDE** room until called in. Candidates to enter and remain **IN SILENCE**.
  - 5.2. Once seated, candidates to be reminded that they are ‘under examination conditions’ (i.e. no talking).
  - 5.3. Warning to be issued that breaches of rules render offenders liable to disqualification from **ALL** examinations.
  - 5.4. No-one to leave examination room early. **NO EXCEPTIONS** (except on medical grounds). Candidates allowed extra time to use **ALL** extra time allocated.
  - 5.5. Invigilators to be **ACTIVELY** vigilant.
  - 5.6. Desks to be evenly spaced in rows with chairs distanced at 1.25 metres (centre to centre). GCSE and A Level candidates to sit in pre- labelled desks, arranged in candidate order as required.
  - 5.7. No electronic communication devices, smart watches, gadgets or programmable calculators. No watches allowed at all.
  - 5.8. Access arrangements for specific needs are carried out appropriately by the SEN team.

It is important that papers are marked **promptly**, but results **must not be** disclosed to pupils until these have been cleared by the Principal and/or the Vice Principal.

Authorised by the Principal, Mr David EJJ Lloyd

September 2023