



Bishop Rawstorne Church of England Academy

BEHAVIOUR - CODE OF CONDUCT DURING EXAMINATIONS



You are required to:

- be on time.
- show respect for all invigilation staff in the examination room.
- show respect for each other as individuals regardless of race, religion, culture, gender or disability.
- remove any items which are not allowed in the exam room on entry; mobile phones, smart watches, ipods, MP3/4 players, any electronic product with storage facility, pieces of paper, pencil cases, Tippex, food and drink. (Only water in clear bottles (labels removed) is allowed).
- be aware that standard wrist watches can be taken into the exam room but they must be placed on your exam desk
- be in full uniform.
- not write on or mark the examination desks.
- behave in a way which is not aggressive, disruptive, deliberately annoying or provocative.
- remain silent during the examination. When the examination has finished you must leave in silence quickly and sensibly until you have left the building, not all other examination rooms will have finished their exams.
- in the event of a fire leave the exam room, in silence, quickly and sensibly, leave the building by the closest nominated exit and proceed to the lay-by.
- not be involved in any malpractice/cheating, you must not write inappropriate, obscene or offensive material on your examination script.
- show consideration for the needs and feelings of others in the examination rooms.

Please note that your mobile phone is your responsibility.

Mobile phones and smart watches must be switched off and left in your bag. If a mobile phone or smart watch is brought into an examination room it **must be handed to an invigilator and clearly labelled** to ensure we can get it back to you if it is left behind.



BISHOP RAWSTORNE CHURCH OF ENGLAND ACADEMY

Reply Slip – Behaviour Code of Conduct during Examinations to be returned to the main school office by Tuesday 5 November 2019.

Please read the above and sign below to agree to the code of conduct and to confirm you have read JCQ's – information for candidates for written examinations.

Student's Name:

Tutor Group:

Signature:

Date:

Parent/Guardian's Signature:

Name: (please print)

Date:

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