



Blackfen School for Girls

Raising aspirations - releasing potential

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GUIDANCE FOR STUDENTS TAKING PRE-PUBLIC EXAMINATIONS IN YEAR 10 - YEAR 13

This document sets out the guidance and rules for all students in Year 10 – Year 13 who are taking Pre-Public Examinations at Blackfen School for Girls. Students will be sanctioned by any member of the Staff, Invigilation or Examination teams if they do not adhere to the guidance and rules provided.

- 1) All students must attend school every day during the examination period. Students attend all of their usual lessons unless they are scheduled to complete an examination. Any student who fails to attend lessons between examinations will be issued with the usual school sanctions.
- 2) Before examinations begin, and in line with JCQ rules, students will be directed to **remove their wrist watches and place them on their desks**, so that they are kept in full view of the invigilators at all times.
- 3) In line with JCQ rules, mobile phones must be switched off before students enter the examination room. During the completion of examinations students must not keep mobile phones in blazer or skirt pockets. **Any student whose mobile phone rings during an examination whilst kept on their person will have their work invalidated.** All mobile phones and devices will be kept safely for the duration of the examination in individually numbered bags which are placed at the end of each row of examination tables and in full view of students. **All digital watches must be placed in the same bags.**
- 4) It is students' responsibility to be in the right place at the right time in order to sit examinations as scheduled. Students who arrive late to examinations without good reason, or who are not wearing correct school uniform, will not be admitted to the examination room. A 'Fail' grade will be recorded in their Pre-Public Examination report.
- 5) In the case of two examinations finishing within 15 minutes (or less) of each other, students will remain seated, in silence, until the second examination has finished and will then be dismissed at that time.
- 6) Students must bring the materials they need for each examination. Black biro pens, pencils, rulers, rubbers, calculators or other materials should be placed in a clear pencil case or in a small, clear plastic bag. It is not the school's responsibility to provide these items. Tippex is not allowed in any examination.



- 7) Students may take a clear plastic bottle of water into the examination room. The label must be removed beforehand. Other drinks are not allowed.
- 8) It is the invigilators' responsibility to ensure that examination rules are applied in every room. Students must enter and leave the room in silence and remain silent during the course of their examination. **Communication between students or distracting behaviour counts as cheating and their work will be invalidated.** Any student who does not follow the instructions of invigilators will be required to leave the room. A 'Fail' grade will be recorded in their PPE report.
- 9) Students who miss examinations due to illness or other unavoidable absence will be requested to attend a catch-up session at another time during the period of the examination schedule. Students must attend their catch-up session, as directed.
- 10) The school will apply Covid-19 social distancing and additional cleaning protocols. This will include sanitising desks and chairs in rooms after each examination.

