



Year 12, 13 & 14 Public Exams Procedure

This protocol has been written to guide teachers, students, parents and administrative staff in the procedures during the Public Examination period.

The principle in place is that all students should be in school and attending their timetabled lessons up and until all units of the examination have taken place in that subject and any coursework has been satisfactorily completed. From week beginning **Monday 16th May**, there will be no Sixth Form Tutor Time to enable students to have a full hour for lunch break.

Prior to each exam, there will be a 'Pre-Exam Revision /Walkie-Talkie Session', denoted in red on the exam timetable with revision sessions. All students entered for the exam are expected to attend this session as it could provide invaluable last minute advice and guidance. Students should follow their normal timetable unless they are in a Pre-Exam Session.

Any student who has an exam clash will be identified, notified and given the relevant instructions.

Under Health & Safety Guidelines and in case of a fire, all students must register for every lesson and remain in the class with the teacher. The register should be completed on SIMS or a Band/Group List paper register returned to the attendance officer at the start of every class/session.

The official leaving day will be **Wednesday 29th June** and there will be a **Year 13/14 Leavers Assembly on that day**.

Year 13 lessons will commence on **Monday 4th July** and all students moving from year 12 into year 13 will be expected to attend. Failure to attend may mean students are not able to continue on their courses from September 2016.

The Results Day will take place on **Thursday 18th August** from 10am – 12pm in the Kent Hall.

Exam Expectations

Students must attend school for their exams dressed in accordance with Sixth Form expectations.

- Morning exams begin at 09.00 and afternoon exams begin at 13.30. Students are expected to arrive at least 15 minutes before the exam to register, receive 'Row and Seat' allocation. This information will also be available on the seating plans on the walls and doors of the hall. All bags must be placed carefully in the bag room.
- Students should ensure they have all of the correct equipment they need for the exam.
- Students are reminded to leave all valuables, including mobile phones at home. No electronic devices of any kind including mobile phones or i watches are allowed in the hall or exam room and must be stored in bags, which will be securely locked away in another room. The school cannot be held responsible for the loss or damage to any valuables/ personal equipment.
- Students must enter the room in silence and remain silent throughout, without looking around, distracting others in any way.
- Students must not doodle/ graffiti on desks. Any damage to desks will be required to be paid for. It costs £16 for a desk to be cleaned by the Mitie caretaking staff or £20 for a desk to be replaced if it cannot be cleaned. Spare paper can be given to the student by the invigilator.
- It is vitally important that all students adhere to the JCQ Examinations' Guidance and follow the instructions and rules set out by the invigilators. A student who breaks any of the rules will be asked to leave the hall, their paper will be removed and the Exam Officer will complete the relevant Malpractice Paperwork. In this event, it is probable that the student will be disbarred from the exam and will not pass.