

March 2017

Exam conduct letter

Dear parents/carers

All pupils sitting national examinations this year will have been given information about the behaviour expectations as laid down by the examination boards. This information is available on the school website under Parents - GCSE Exams.

You are strongly advised to discuss these with your son/daughter, especially in terms of the consequences should they not adhere to the regulations as these can have a negative impact on their final grades for which the school cannot be held responsible. Exam regulations are externally imposed and the school is obliged to follow them to the letter, they are not negotiable.

All of the following instructions must be adhered to during exams:

The **BOLD** points will result in immediate action and notification to the exam board

- Arrive on time to your exam (at least 15 minutes before the scheduled start)
- Wear full, correct Parklands High School uniform for all exams. Failure to do so will mean a pupil is sent home to change
- Take all necessary equipment required for the exam into the exam. You will need your own equipment for each exam. Check what you need for each exam: 2 black pens, pencil, ruler, eraser, protractor and calculator (if allowed). These should be either loose, out on your desk or in a transparent pencil case. No spectacle or calculator case is allowed on your desk
- Leaves coats/bags on the concourse.
- Remember you are under exam conditions once you enter the exam room and **will not be able to leave** until instructed to do so at the end of the exam
- Mobile phones and any electronic devices of any kind are forbidden from the exam room. You should ensure that they are switched off and left in your bags or put in the plastic phone bag on your exam desk and handed into the invigilator. If a mobile sounds then it must be located by the invigilator and removed from the room. **YOU ARE AT RISK OF DISQUALIFICATION IF YOU HAVE A PHONE/DEVICE ON YOU, EVEN IF YOU DO NOT INTEND TO USE IT OR IT IS SWITCHED OFF** (Parklands will not be held responsible for any loss, theft or damage of any such item)
- **You must not bring any notes/annotations/paper or unauthorised items into the exam room, you must check your pockets before entering the exam room**
- **You must ensure there are no writing or symbols on your hands or skin**
- Water only, is allowed in a clear plastic bottle, the label must be removed
- **Sit only in your allocated seat as shown on your timetable or as instructed by an invigilator or member of staff**
- **Sit in silence, facing the front at ALL times, do not turn around and please await instructions. You must not communicate under any circumstances, including non-verbal communication, at any time whilst you are in the exam room, especially when the exam is in progress**
- **There must be no disruptive behaviour of any level in the exam room, including persistent noises, rude remarks, offensive language or any behaviour that could be considered disrespectful to others. School is the final arbiter of what constitutes acceptable behaviour, this is not negotiable**

- Do not move the desks, as they are placed a specific distance apart to comply with regulations
- **Your desk candidate label and desk number must remain visible at all times. This must not be defaced or removed under any circumstances. Do not deface the exam desk in any way**
- Raise your hand if you have a query or wish to speak to an invigilator – **do not call out**
- Listen carefully to the regulations and follow all instructions
- When instructed, open the question paper and complete the paper to the best of your ability
- **You must not share/pass any equipment to other candidates**
- **You must not deface the exam paper or make any obscene or offensive markings**
- **You must abide by any instructions given by the invigilator or member of staff**
- **In the event of a fire alarm sounding you should close your exam paper and remain seated in silence until you are given instructions by an invigilator/Exams officer. If the exam room is evacuated, you must not remove your paper or collect your belongings. You must leave sensibly and silently through the nearest fire exit, stay with the invigilators and congregate on the bottom of the playing fields on Southport Rd. You must not communicate at all during the evacuation**
- **During the exam, you must submit your own work, you must not attempt to copy or assist anyone else**
- If you finish working before the end of the exam, check your work to ensure you have attempted to obtain all of the marks possible for each question. Check you have answered all of the questions required and make final checks/amendments. **You must stop writing immediately when you are instructed to do so**
- **Remain seated until all papers have been collected and do not leave your seat until your specific row has been dismissed**
- Collect your belongings and leave the exam room as quickly and quietly as possible, when you are directed to do so
- Go to where you have been told e.g. lesson, break, lunch, home. Do not disturb other lessons if they are still ongoing around school. **Any pupil who does this will be reported to the exam board which may have a negative impact on his/her final grades**
- There are national procedures to follow if you are ill. If you don't follow them, you will be liable for the cost of the exam entry:
 1. You must ring school and leave a message that you are ill and what exam you will be missing
 2. You must arrange for a doctor/hospital note to be given to Mrs Eaton ASAP
- You will be liable for the full cost of the exam for any unexplained absences
- DO revise thoroughly for your examinations

If you have any concerns or questions regarding the above points, please do not hesitate to contact Mrs Eaton in the exams office on 01257 264596 or by email leaton@parklandsacademy.co.uk