

End-of-year examinations Regulations

- Students must enter the room in complete silence.
- All mobile phones and watches with data storage must be switched off and handed in to the invigilator.
- Students must sit in their designated places.
- All baggage and books must be left in the student's locker, or, in the case of examinations in the Hall, at the back.
- Students must ensure that they fill in the front cover of their booklets and/or name each sheet of writing paper properly.
- Students should take time to read the instructions carefully.
- All writing materials must be in a clear plastic bag.
- Students must bring all the necessary equipment: no spares are available and there is no sharing.
- Students should write in black ink or black ballpoint. Pencils should be used for diagrams, graphs and sketches as appropriate. Tippex must not be used.
- Only writing materials are allowed on desks: mascots, toys, sweets etc. are not allowed.
- If a water bottle is brought into the exam room then the label must be removed.
- There must be no communication between students during an examination in any form.
- If a student requires anything during an examination, she must put her hand up.
- There will be no talking until after all the examination papers have been collected in and the students have left the room.
- No extra time will be given for late arrival to an examination.
- No student is permitted to leave an examination early.
- Consideration must be shown at the end of the examination for those who are continuing to work in the same or other rooms.
- If a student is ill, the school must be notified by 8am on the day of the examination.
- Any malpractice by students is a serious disciplinary offence.