



Achievement & Opportunity
for All

THE BROXBOURNE SCHOOL

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STUDENT CONDUCT IN EXAMS

PLEASE ENSURE YOU ALL READ THE ATTACHED JCQ INFORMATION FOR STUDENTS TAKING WRITTEN EXAMS ALONG WITH THE BELOW REMINDERS. STUDENTS ARE EXPECTED TO FOLLOW JCQ EXAM REGULATIONS FROM THE MOMENT THEY ENTER THE EXAM ROOM UNTIL THEY HAVE LEFT IT.

THE BROXBOURNE SCHOOL WILL NOT TOLERATE ANY STUDENT WHO CHOOSES TO JEOPARDISE OTHER CANDIDATES EXAMS WITH THEIR OWN POOR BEHAVIOUR.

REMINDERS!

ALL STUDENTS MUST HAND THEIR PHONE/SMART WATCHES INTO AN INVIGILATOR FOR ALL EXAMS AND MOCK EXAMS. A ZIP LOCK BAG WILL BE PROVIDED FOR YOU TO PUT THEM IN ALONG WITH ANY OTHER VALUABLES. THEY WILL BE COLLECTED, HELD SECURELY WITHIN THE EXAM ROOM AND RETURNED TO YOU AT THE END OF THE EXAM. FAILURE TO HAND YOUR PHONE IN MAY LEAD TO DISQUALIFICATION.

SEATING PLANS WILL BE DISPLAYED IN THE SCHOOL FOYER, NEXT TO THE EXAM NOTICE BOARD AND OUTSIDE EACH EXAM ROOM. PLEASE ENSURE YOU CHECK WHERE YOU ARE SITTING BEFORE ENTERING THE EXAM ROOM.

COATS, SCARVES ETC. ARE NOT ALLOWED TO BE WORN IN EXAMS AND SHOULD BE LEFT AT THE BACK OF THE EXAM ROOM ALONG WITH BAGS ETC. PLEASE DRESS APPROPRIATELY FOR THE SEASON.

YOU MUST BE OUTSIDE YOUR EXAM ROOM AT LEAST 15 MINUTES BEFORE THE START OF YOUR EXAM.

IT IS YOUR RESPONSIBILITY TO ENSURE YOU HAVE THE CORRECT WORKING EQUIPMENT FOR ALL YOUR EXAMS.

ANY MEDICATION, INCLUDING AUTO INJECTOR PENS, SHOULD BE CLEARLY LABELLED AND HANDED INTO AN INVIGILATOR BEFORE THE EXAM STARTS. STUDENTS MUST ENSURE THEY COLLECT THEIR MEDICATION AT THE END OF THE EXAM.

ALL EQUIPMENT SHOULD BE IN A CLEAR PENCIL CASE WITH ANY PACKAGING REMOVED. NO FOOD OR SWEETS ARE ALLOWED IN THE EXAM ROOM. TISSUES AND STILL WATER ARE ALLOWED; PLEASE ENSURE ANY LABELS/PACKAGING HAVE BEEN REMOVED. WATER MUST BE IN A CLEAR PLASTIC BOTTLE.

UNLESS YOU HAVE A MEDICAL CONDITION THAT YOU HAVE MADE US AWARE OF, TOILET BREAKS WILL NOT BE PERMITTED FOR ANY EXAMS LASTING 2 HOURS OR LESS.

REMEMBER YOU ARE UNDER EXAM CONDITIONS FROM THE MOMENT YOU ENTER THE EXAM ROOM UNTIL YOU HAVE LEFT IT. THIS MEANS THERE IS NO COMMUNICATION BETWEEN CANDIDATES OF ANY SORT, VERBAL OR NON VERBAL. IF YOU NEED HELP WITH ANYTHING DURING AN EXAM OR YOU FEEL UNWELL, PLEASE PUT YOUR HAND UP AND AN INVIGILATOR WILL HELP YOU.