Exam etiquette for Staff and Pupils

- A timetable listing the week's exam schedule and the pupils in the class, including LSC candidates, should be displayed in each class room.

- Candidates must be silent on entering and leaving the exam class room.

- A seating plan arranging the pupils in alphabetical order should be used in each exam class room (except for extra time candidates who should sit at the front).

- Learning support pupils entitled to 25% extra time should begin the exam first so that all candidates finish together. They must all sit at the front.

- Non extra-time candidates are allowed to revise before their exam starts. No revision material is permitted to be open or on the desk once an examination has begun.

- Pupils are reminded to equip themselves correctly for each exam with pens, pencil, ruler, calculator, compasses and protractor as appropriate. Paper will be provided.

- Candidates should put up their hands if they need assistance and the invigilator will come to them.

- Invigilators **will walk around the room intermittently** as a matter of course.

- Candidates should be reminded to read instructions thoroughly, check their answers and name all sheets used before they hand in their papers. No papers should be removed from the exam room.

- **If candidates complete their paper before the finishing time of an exam, they should spend any time left checking their answers. <u>No personal reading is permitted.</u>**

- **Mascots are prohibited for pupils in Years 5 to 8.**