

## Code of Behaviour during Examinations

- Arrive on time. You must be in exam centre at 8.40, even if the exam does not start at this time. Check time of afternoon exam – some are going through lunch.
- Bring everything that you will need: blue/black pen, spare pen(s), pencils, maths set, tissues, calculator etc. You will not be allowed borrow items while the exam is in progress. Do not bring any unnecessary items. Your pencil case may be inspected by the supervising teacher.
- Schoolbags must be placed at the top or the back of the classroom.
- Toilet breaks are disruptive for you and for the other students in your centre. Make sure you have been to the toilet before the exam. If a toilet break is really necessary, you must ask the supervising teacher who will mark your exam paper with the time and with the time of your return. You will also have to sign a record sheet with the TY attendant.
- If you are not sure of the instructions given on your exam paper, raise your hand and ask the supervising teacher.
- Excellent behaviour is expected at all times during the exams, so follow the instructions given by teachers in a respectful manner.
- If the supervising teacher observes you copying, or attempting to copy, this will be noted, and your exam may be cancelled.
- Talking, or communicating with another student is strictly forbidden. If the supervising teacher observes you communicating, or attempting to communicate, with another student, this will be noted, and your exam may be cancelled.
- Mobile phones and/or smart watches are forbidden in the exam centre. If you do not want to leave such items in your locker, you may place them (turned off) at the top of the exam centre. If you are found with a mobile phone or smart watch on your person during an exam, the item will be confiscated until the end of the school day.
- It is expected that you will make full use of the time allocated. Should you find that you have finished the required number of questions before the end of the test, read back over your work, revising your answers and checking for errors.