



### Examination Rules (Internal Examinations)

**This notice has been written to help you. Read it carefully and do as you are asked.**

1. The times of the examination periods during the internal examination sessions are the following:
  - **Session 1** (09.00-11.00)
  - **Session 2** (11.20-13.20)
  - **Session 3** (14.40-16.00, but Year 8 Latin and Year 10 Latin and Drama exams start earlier)
2. You must arrive in the examination room **at the beginning of each examination period** regardless of the duration of the exam. Students who are late will receive a negative point.
3. Please ensure you observe Covid-19 hygiene rules.
4. You should not leave any notes or books on the shelf under your desk or within sight. They should be put away in bags or boxes. Smart watches or similar devices are not allowed in the exam room.
5. Before the examination begins, you must ensure that you have all the equipment you need for the examination with you at your desk (you will not be allowed to retrieve things from your bag after the exam has started or borrow equipment from other students). You must have with you:
  - Pens (more than one in case one runs out – blue/black ink only)
  - Pencils
  - Ruler
  - Eraser
  - Subject specific equipment (calculator, protractor, compass, etc.)
6. Before the papers are handed out the invigilator will inform you that you have **entered examination conditions even those of you who may not be doing a particular exam**. You must not talk after this time.
7. You must not attempt to communicate during the examination and **any talking will be regarded as cheating. Any attempt at cheating or malpractice will result in severe penalties (see section on malpractice below)**.
8. You should not ask questions related to the content of the examination (including the meaning of words). If a question is asked anyone calling out an answer will be considered to be cheating.
9. You will be told when 30 minutes and 5 minutes of the examination remain. You must not ask the invigilator how much time you have – the finish time will be displayed on the whiteboard and all form rooms have a clock, though it is a good idea to have a watch (but interactive watches are not permitted).
10. At the end of the examination the invigilator will ask you to put your pens down. You must do this immediately.
11. Whilst the papers are being collected you must remain silent. When all the papers have been collected the invigilator will inform you that you are **leaving examination conditions**. Only at this point may you start to communicate.

## Malpractice in exams

There will be consequences for any pupil found to be involved with any form of malpractice:

| Type of malpractice | Examples  | Potential consequences  |
|---------------------|---|---|
| <b>Serious</b>      | Talking to or attempting to communicate with or disturb other candidates before the start of examination or after papers have been collected.<br>Possession of notes/ study guides with content irrelevant to subject   | Warning & Negative House Points   |
| <b>Very serious</b> | Possession of a mobile phone or misuse of iPad<br><br>Possession of notes/ study guides relevant to the subject<br><br>Passing information to other candidates; copying; helping one another; sharing notes; swapping scripts<br>Any other unfair or dishonest practice | Loss of marks or zero marks awarded and possible escalation to suspension depending on severity |