

Exam Protocol for Internal Exams.

Morning Exams to start at 9.00am

- If the exam is at 9.00am start, Form tutors should meet their form groups and register them from 8:30am in the normal way.
- Form tutors to accompany their form to the Exam Hall and assist in lining up the candidates and getting them into the Hall lining up in their form group in alphabetical order.
- If it is not a full year exam then the form tutor should return to their form room with those students not sitting the exam.
- If the exam falls *during* a teaching period the students should be at their timetabled lesson, where the class teacher for that period will have registered the class as normal. If the exam involves the whole year group, that teacher will escort the students to the exam room and remain to assist in lining up the candidates. If the exam doesn't involve the whole class, then exam candidates should make their own way to the exam room.
- All students should be at the exam room at 8:45 or 10 minutes before the scheduled start of the exam.
- Please note that it is a school requirement to take a register for every lesson
- In Forms - students should line up in silence outside the exam room with all required equipment, empty pockets and strictly no phones and/or smart watches.

Subject Leaders

- Subject Leaders are required to start the exams during AM and PM registration in order to give instructions to students on completing the paper, any supplementary information/enclosures needed etc.
- Subject Leaders MUST provide Learning Support (JNE or Exams Office) with named Exam papers in advance to avoid any delay to the start of the exam. Please include extra copies of papers in case of any last minute additions/changes.
- As the Exams are timetabled to start at 9.00am, Subject Leaders will be covered for form registration if required. Cover sheet must be completed as per usual and handed in to Ann Newman.
- The invigilators will finish the exam, collect in your exam papers and dismiss the students.
- The exam papers will be left in your pigeon hole.