



## ST AMBROSE BARLOW RC HIGH SCHOOL

### SCHOOL POLICY - BEHAVIOUR IN AN EXAM ROOM



This Policy outlines the Expectations that must be met by any student sitting exams during any exam season and in any exam room.

This Policy outlines the Consequences for any student not abiding by these expectations.

Expectation	Consequence if not met
Students are expected to attend every exam they are entered for.	Contact is made by school to alert the student they are required to attend an exam. If a student still does not attend, a Penalty Letter will be sent home, to cover the cost of the missed exam.
Students are expected to be punctual, to arrive no later than 8.40am for morning exams and no later than 1.45pm for afternoon exams.	Any late arrivals could result in a student not being given the full time of the exam.
When asked, students gather in a mature and quiet manner ready to enter the exam room.	Student(s) will be withdrawn from the group until prepared to enter the exam room – student(s) may not receive the full exam time because of their choice of behaviour.
Once a student enters the exam room, they immediately remain silent, find their seat, face the front of the room and remain attentive to the exam procedures throughout the exam session, until they leave the exam room.	The student will be spoken to and will receive a verbal warning from the Invigilator if they begin to distract other students or the room as a whole. If their disruptive behaviour persists, they will be removed from the exam room. <b><i>This could result in the student's script not being sent to the Awarding Body for marking.</i></b>