



Da Vinci Academy
A L.E.A.D. Academy



"One Team, Changing Worlds"

Examination Rules



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

Policy Date: September 2020

Examination Rules

Punctuality

Ensure that you arrive at least 20 minutes before the start of the exam. There is no guarantee that you will be admitted to an exam if you arrive after it has started. If you are too ill to attend, you must telephone the school before 08.00 for a morning exam and before 12.00 for an afternoon exam. A doctor's note will be necessary if you miss any of the papers. If you do not attend and cannot provide the school with a doctor's certificate, you will fail that component and, potentially, the whole subject.

Equipment

Ensure that you have all the necessary equipment, especially for Maths and Science. This will avoid delays and disruption at the start of the exam. ONLY PENS WITH BLACK INK ARE ALLOWED FOR ALL EXAMINATIONS. You may not take any notes or scrap paper into the examination room. If you require another answer booklet or are unsure as to what you must do, put your hand up and wait for a member of staff to come to your assistance. You must not call the invigilators. Only 'see-through' pencil cases are allowed on desks. Clear plastic bags are an acceptable alternative. You may also have one see through plastic bottle containing water (with no label). You are not allowed to take in packets/tubes of sweets or packets of tissues.

MOBILE PHONES, MP3, IPODS, SMART WATCHES AND OTHER ELECTRONIC STORAGE DEVICES ARE NOT PERMITTED IN THE EXAM ROOM. POSSESSION OF ANY OF THESE, REGARDLESS OF WHETHER THEY ARE SWITCHED ON OR OFF, IS A BREACH OF JCQ REGULATIONS AND COULD RESULT IN DISQUALIFICATION FROM THE PAPER AND POSSIBLY FROM THE ENTIRE EXAM SERIES.

Coats and Bags

Coats and bags are not allowed at desks. You will be instructed as to where to leave these by the invigilators.

JCQ Regulations

Familiarise yourself with the exam board's regulations which are issued by the Joint Council for Qualifications (JCQ). This will be issued to you on the back of your timetable and a copy is available on the website. Ensure that you read them carefully. If you are involved in any malpractice you could be disqualified from all of your examinations.

Uniform

You will not be permitted into an examination room unless you are wearing full school uniform.

Seating Arrangements

Inside the examination room, the desks have candidate numbers and names written on them and, possibly coloured cards indicating the paper(s) and/or tiers being taken. Sit at the desk which has your candidate number. You must not remove or deface the numbers or cards, nor must you change seats.

Leaving the Examination Room

You may not leave the examination room until instructed to do so at the end of the examination. Please leave quietly as there may be still be examinations going on.