

Protocol for exams which are held in the Gym (Cordon Crescent) and the Hall (Worcester Rd)

Morning Exams start at 9.15am at both sites.

1. All pupils to go to morning registration. Tutors will be provided with a seating plan so that all pupils will be informed of their seat for the exam (or exams if there are more than 1 in a day).
2. At 08.50am pupils with exams are to go to the canteen. Any pupil without an exam will go to their normal lesson.
3. Pupils will be called from the canteen by a member of SLT when required. This maybe in numerical, depending on the need of each subject area.
4. Once pupils leave the hall they are expected to be in JCQ exam conditions (no talking, equipment in a clear plastic bag).
Mobile phones are to be turned off and left in the box at front of the exam.
5. Pupils are to take their seat in the hall and wait silently for the exam papers to be distributed.
6. Pupils to listen to final instructions from the invigilators.
7. During the exam do not disturb or try to communicate with any other pupil. If you need any help then raise your hand and an invigilator will come to see you.
8. At the end of the exam pupils must remain in exam conditions until all papers are collected by the invigilators.
9. Pupils will be dismissed in order by the invigilators.
10. Pupils are to return to their next lesson immediately.

Afternoon Exams start at 1.15pm at both sites.

1. Pupils to go to the canteen at 12.50pm At both sites
2. Exactly the same procedure is to be followed.
3. Pupils are to return to their next lesson immediately.

Pupils who have afternoon exams will have an early lunch at 12.25.