

## Exam Protocol For Internal Exams.

### Winter timetable

#### Morning Exams to start at 9.00am

#### Afternoon Exams to start at 1.20pm

- If the exam is a 9.00am start, Form tutors should meet their form groups outside of the Exam Hall and register them in the normal way. If the exam involves the full year group then the form tutor should remain to assist in lining up the candidates and getting them into the Hall.
- If 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 least 15 minutes before the scheduled start of the exam.
- Please note that it is a school requirement to take a register for every lesson. Even if your class are in an exam for another subject, you are still responsible for ensuring that they have been registered.
- Students should line up in silence outside the exam room and file into the exam room to hand in their mobile phones in exchange for a raffle ticket.

### Subject Leaders

- Subject Leaders are now required to give the exam papers and comprehensive information to the invigilators as to the requirements of the exam. For example, instructions on completing the paper, any supplementary information/enclosures needed and how students are to be seated. Please note that the invigilators will not be familiar with your exam/subject so information must be crystal clear. It will be too late after the exam to correct any errors.
- As the Exams are now timetabled to start at 9.00am and 1.20pm, Subject Leaders will be covered for form registration if required.
- 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.