



CODE OF CONDUCT FOR CANDIDATES

If you have any questions that are not answered in this document, please contact the Examinations Office at Shenley Brook End School.

The important points:

- **Sixth form candidates should store their bags, mobile phones and other personal belongings in their lockers and should bring only their stationery with them to the examination venue.**
- **You must not have mobile phones, iPods, MP3/4 players, a wrist watch which has a data storage device or any other product with text/digital facilities, on your person in the examination room.** *Ideally you will leave these items at home but if you must bring any of them with you, you should make arrangements for their storage during the examination. If you cannot do this, you must hand your mobile phone/s, iPod/s or MP3/4 player/s to an invigilator prior to the start of the examination.*

Mobile phones must not be stored in bags at the back of the examination room even if the mobile phone is switched off and/or the battery has been removed.

- You must be outside the venue for your examination:
 - **by 8.40am for morning examinations**
 - **by 1.10pm for afternoon examinations**
- Be sure that you get to the relevant examination venue in time each day with appropriate stationery, eg, pen/biro with black ink, pencil, ruler, eraser, calculator (**without** lid), etc in a **clear** pencil case or plastic bag.
- Most examinations will be held in the sports hall and your rooming/seating timetable will show the venue for each examination. In the November and January series, please enter the sports hall via the entry doors leading in to the hall from the street; in the Summer series, please wait outside by the entry doors closest to the sports hall.
- You may bring **water** in a **clear bottle with the label removed** to your examination desk.

The full code of conduct may be found on the next pages.

Please ...

... take the time to read through this information carefully and refer to it as required during examinations. The forthcoming examination periods are very important to you. If you have any questions that this document does not answer, please speak to Mrs Bayliss, the Examinations Officer, or your form tutor **now** – do not leave it until the last moment!

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- It is **your** responsibility to get to your examinations on the correct day and at the correct time. If you miss an examination, it is likely that you will not be awarded a grade for the paper and this may affect your overall subject grade. For example, if you arrive in the afternoon for an examination that was scheduled for the morning, this is the same as missing an examination and it cannot be taken.
- ***Please use the rooming/seating timetable (landscape view) issued to you to ensure that you are in school and on time for all your examinations.*** You are advised to dispose of any early reference timetable (portrait view) issued to you as the entries shown on that may not be accurate.
- Check your timetable carefully and place it where you can see it so that you can be aware of the date and time of each examination. Read through the Joint Council for Qualifications (JCQ) documents which you have already received so that you are aware of the regulations; the covering letter from the Examinations Officer together with the JCQ documents are available on the VLE or school's website, www.sbeschool.org.uk in the School Information / Exams section.
- You must be outside the relevant venue for your examination by:
 - **8.40am for morning examinations**
 - **1.10pm for afternoon examinations**
- **Most** examinations will take place in the sports hall. In the November and January series, please enter the sports hall via the entry doors leading into the hall from the street; in the Summer series, please wait outside by the entry doors closes to the sports hall. Your individual seating timetable will show the examination venue. Prior to each examination, you will be able to look at the seating plan outside the examination room to check where you are sitting for that session.
- Remember that from the time you enter any examination venue until the time that you leave, you must not talk to another candidate and you must remain facing the front at all times. If you require any assistance, please raise your hand clearly in the air and an invigilator will assist you.
- We have ensured that you have the best possible conditions under which to take your examinations. Be sure that you get to the relevant examination venue in time each day with appropriate stationery, eg, pen/biro with black ink, pencil, ruler, eraser, calculator (**without** lid), etc in a **clear** pencil case or plastic bag.
- Students in Years 7-11 must wear full school uniform to all examinations. After the half term break in the summer term students may wear either the standard school uniform or the summer uniform – white polo shirt, charcoal grey trousers or skirt and blazer. The rules for the wearing of jewellery should be maintained. Candidates must not wear sweatbands during examinations. Any candidate who is not correctly dressed may be refused entry to the examination hall.

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- Sixth Form students must wear the normal Sixth Form dress code (smart office wear) to all examinations. On hot days, Sixth Form students may wear T-shirts but these should be tidy and “appropriate”. Any candidate who is not suitably dressed may be refused entry to the examination hall.
- Sixth form students should store their bags, mobiles phones, and other personal belongings in their lockers and should bring only stationery with them to the examination venue.
- You must not have mobile phones, iPods, MP3/4 players, a wrist watch which has a data storage device or any other product with text/digital facilities on your person in the examination room; **mobile phones must not be stored in bags at the back of the examination room even if the mobile is switched off and/or the battery has been removed**. Ideally, you will leave your mobile phone at home on examination days; however, if you must bring your phone with you please leave this in your locker, or with a brother/sister, or make some other arrangement for storage of your phone during the examination. If you cannot do this you **must** hand in your phone to an invigilator before the examination starts. Your mobile will be removed from the examination venue and may be reclaimed at the end of the examination. If you have a mobile phone in the room which sounds during an examination, this will be reported to the awarding body and you will be subject to awarding body sanctions and penalties.
- You must not have any unauthorised items with you as you enter the examination hall. Make sure your pockets are empty of any notes, instruction leaflets, paperwork, money, keys or any other items.
- Please ensure that your hands are clean and do not have any writing/decoration on them so that you do not leave yourself open to any accusation of malpractice.
- You may bring a drink of **water** into the hall in a clear bottle with the label removed. This should be placed so as to avoid any accidental spillages. Do not bring any food or soft drinks to your examination desk (unless required for medical reasons).
- If you are a diabetic or have some other medical reason which may mean that you need to eat a snack during the course of an examination, please leave the snack in your bag at the back of the room where it can be accessed if necessary during the examination. Remember, you will need to put your hand up to obtain permission from an invigilator before you go to eat any such snack so that your examination finish time can be adjusted accordingly.
- You must not leave the venue unaccompanied during the exam; if you need to leave the venue for any reason, put your hand up and tell the invigilator why you need to go out and assistance will be sought from the Examinations Office to arrange someone to accompany you during your absence from the room. If you do leave the room unaccompanied, it is likely that the awarding body will not accept your paper.