



Radnor House
— SEVENOAKS —
celebrating every individual

Important Exam Rules and Procedures for Exam Candidates and their Parents

Pupils **must** abide by the following rules and regulations on the day of the exam. Parents **must** ensure that pupils understand and follow this code of conduct:

1. **Electronic Gadgets will NOT be allowed** inside an examination room. Electronic Gadgets includes items such as Mobile Phones, I Pads, I Phones, MP3/4 players, Ear Phones, Head Phones, and Smart Watches etc. Pupils will be asked to leave **all** their belongings outside the exam venue. **If a mobile phone goes off during an exam, it will be confiscated and the pupil will not be allowed to continue with the exam.** Pupils are reminded to switch off any alarms scheduled on their phones as these can go off even when the phone is switched off.
2. **Exam Equipment will NOT** be provided by the school. Pupils must bring their own pens, pencils, erasers, sharpeners, rulers, calculators, etc. for the exam. Pupils must be aware of the materials they require for the exam they sit. If in doubt, please ask the subject teacher in advance.
3. Pupils **must not wear any accessories** that conceal their wrists and must not write anything on their hands. Pupils will be asked to remove any jewellery that does not allow a clear view of their hands. Only watches will be allowed but not smart watches, as these must not have ability to store any information and watches must be placed on your desk.
4. Pupils must **behave responsibly** once inside the exam venue. Inappropriate behaviour will not be tolerated and pupils will be reported to the exam board and banned from any future public exams. Pupils must follow instructions given to them by the invigilators at all times.
5. Pupils will only be allowed to take a **bottle of water** to their exam desks. No other drink or food items will be allowed unless the pupil has a medical condition that the exams officer has been made aware of in advance. Pupils must remove the label on their bottle before they take it to their seat.
6. Pupils must only bring a **see-through pencil case** to their exam. No other type of pencil case will be allowed inside the exam venue.
7. Pupils must sit at the exam desk allocated by the exam officer. The invigilator will verify the pupils identity and ensure that it matches photo exam candidate card.
8. Only **Black Ball-Point** pens will be allowed as the electronic readers used by exam boards do not recognise any other colours and hence are unable to scan papers for examiners. This may cause a delay in the results process.
9. Pupils must arrive in school at least **15 Minutes before the Scheduled Start Time of each exam session.** For external exams this would mean no later than 08:45 AM and 13:45 for morning and afternoon sessions on each day. For internal exams pupils should arrive at 8.15 am for an 8.30 start.