



Holy Rood High School **Examination Protocol**

Dress Code

- School uniform as normal

Location of Exam

- The current version of the exam timetable includes the location of each exam
- Please identify where it is, in school, that you are sitting your exam.
- AAA – Those pupils with Additional Assessment Arrangements will have individual timetables issued to them.

Punctuality

- Be at the location of your exam at least 10 minutes before the exam is due to begin.
- Lateness – if you are late, ie you arrive after the exam has begun, ask at reception for Mr Ferguson or Mr Connelly.

Behaviour

- Once you are in the Exam Hall or Classroom appropriate examination behaviour is very important.
- What is appropriate behaviour?
 - Deposit your jacket, bag and any other items that are not required for the exam at the front of the hall.
 - Find your seat and sit quietly until the Invigilator tells you to begin.
 - Do not talk to any other pupils during the exam.
 - Do not begin writing until the Invigilator tells you it is ok
 - Once you have finished your exam sit quietly until the Invigilator tells you it is ok to leave the hall.
 - During the prelims there will be different exams sitting at the same time. If you are told it is ok to leave the hall do so as quietly as possible, do not talk to anyone else in the hall and do not disturb other pupils that may still be sitting exams.

Equipment

- Bring only what you need to complete the exam you are sitting. ie pen, pencil, ruler etc.
- Calculators should only be taken into the hall for exams where these are permitted. ie Maths calculator paper, Physics etc.
- You are not allowed to have the following items on your person during any exams.
 - Mobile Phones
 - MP3 players or i-Pods
 - Any other electronic devices.
- If you are found to have any of these on your person during the exam, your exam will be cancelled.

Timetable

- When pupils are not sitting an exam they should follow their normal school timetable.