



Holy Rood High School

Examination Protocol

Dress Code

- School uniform as normal

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 at the hall or room after the exam has begun, ask at reception for Mr Ferguson, Mr Campbell or another member of SLT.
- **DO NOT JUST WALK INTO THE EXAM HALL/ROOM.**

Behaviour

- Once you are in the Exam Hall or Classroom appropriate examination behaviour is very important.
- What is appropriate behaviour?
 - o Deposit your jacket, bag and any other items that are not required for the exam at the front of the hall.
 - o Find your seat and sit quietly until the Invigilator tells you to begin.
 - o Do not talk to any other pupils during the exam.
 - o Do not begin writing until the Invigilator tells you it is ok
 - o Once you have finished your exam sit quietly until the Invigilator tells you it is ok to leave the hall.
 - o During your examinations there will be pupils studying different subjects, sitting exams in the hall/room at the same time as you are. 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.
 - o Mobile Phones
 - o iPads, Smart Watches
 - o Any other electronic devices.
- Please pay particular attention to your school iPad, this should be switched off before you enter the exam hall and kept in your bag, please **DO NOT** take these to your exam desk.
- If you are found to have any of these on your person during the exam, your exam will be cancelled.