

Chenderit School - policy for behaviour in exams (major offences)

For students who blatantly disregard exam regulations such as talking, wearing headphones, writing on arms, having a mobile phone on them etc. the following course of action must be taken:

1. Immediately stop the exam for that student and remove their exam paper. Clearly tell them:

“What you have done is serious. I am required to fetch the Exams Officer.”
2. Ask another invigilator to stand by the desk of the student whilst you get the Exams Officer (keep hold of exam paper). If no other invigilators present but other students are taking the exam, pause the exam for everyone. Make a note of the time. If you are in a room on your own, use the walkie talkie to call for help.
3. If student becomes disruptive, ask them to leave the exam room with you and escort them to the Exams Office (take their paper but leave their belongings). If Exams Officer not there, ask Julia Jackman to dial 200 and ask Reception to send the On-Call member of staff to you. If Exams Office locked, take student to Reception and ask for On-Call member of staff directly.
4. If student becomes disruptive but refuses to leave exam room, invigilator to halt exam for all students whilst Exams Officer or On-Call is summoned. Students must be advised that exam conditions are still in place which means no conferring with other students. Offer reassurance that exam will be restarted as soon as possible and allowances such as some extra time, board to be contacted etc. will be put in place.
5. Exams Officer to put appropriate sanctions in place for remainder of student’s exams.