

Chenderit School - Policy for behaviour in exams (minor offences)

For students who don't follow instructions issued by invigilators and Exams officer when in a formal exam (e.g. face forward, trying to get another student's attention, etc.) the following course of action must be taken:

1. Give the student **two** opportunities to follow your instruction:

First statement: *"Exam regulations mean I need you to face forward/not make eye contact etc.*

Second statement: *"I need you to meet the exam regulations and face forward/not make eye contact etc. If not, I am required to fetch the Exams Officer as this is serious"*

2. If student continues to ignore instruction, leave room to get Exams Officer providing other invigilators are present to be responsible for students. If you are on your own, radio for help on the walkie-talkie provided.
3. If Exams Officer not available, go to Reception and ask for the On-Call member of staff to attend the exam room (invigilators on their own will have made contact via walkie-talkie).
4. State **clearly and concisely** to Exams Officer or On-Call the name of student involved, what has happened and what you have done.
5. Exams Officer or On-Call to speak to student **once** to state that any further failures to follow instructions will result in student being removed from exam room to continue elsewhere.
6. If student fails to abide by what Exams Officer or On-Call have told them, then student will be removed from the exam room and taken to the exams office by Exams Officer or On-Call, together with an invigilator. If Exams Officer present, she will deal with making the arrangements for where the student will continue with remainder of exam. If Exams Officer absent, Julia Jackman will assist On-Call to make the decision. If neither Exams Officer nor Julia Jackman are available, On-Call and invigilator to take student to JCC/KEM (via Bev Martin) for decision as to where the student completes their exam.
7. Exams Officer to put appropriate sanctions in place for remainder of student's exams.