

STUDENT CONTRACT - EXAM PROTOCOL

(All students in Y11 will sign one of these contracts at the beginning of the academic year)

Examinations for you and JSTC are very important and the school will pay approximately £500 to enter you for your examinations. It is essential you follow the rules and regulations and know what our expectation of you is. If you are deemed to be breaking these rules then this will be construed as malpractice and **WILL** be reported to the Awarding Bodies. This will result in disqualification to one or all of your examinations; the school does not make this decision the Awarding Bodies do.

I will:

- Arrive at least 10 minutes prior to the start of the exam and line up in an orderly and quiet manner.
- Hand in to an invigilator my mobile phone, smart watch, MP3/4 player or any other electronic device capable of data capture/storage. (These will be handed back after the exam has finished).
- Hand in any notes and leave my pockets empty.
- Enter the Exam room in silence and remain in silence until exiting the room at the end of the exam.
- Have a clear, see through pencil case containing all my equipment.
- Leave my calculator lid outside of the exam room and clear all memory from my calculator prior to the start of the examination.
- Follow the instructions given by the Invigilator.
- Put up my hand to attract an invigilators attention if I require assistance.
- Face the front at all times – legs under my desk, looking at the front or down at my desk.

I will not:

- Take any electronic device into the Exam room whether this is switched off or not.
- Disturb or distract others by exhibiting silly behaviour, this could be shuffling of the feet, looking around, smiling and laughing, tapping of the table, coughing on purpose, taking off my shoes, playing with the tracing paper provided and screwing this up and throwing across the room, making silly noises. (This list is not exhaustive).
- Communicate with any other student either verbally or non-verbally (pointing, waving, nodding or shaking of the head, smiling, frowning or blinking. (This list is not exhaustive).
- Turn around in my seat.

I, **A N Other** hereby confirm and understand what is expected of me during my examinations. If it is considered that I have broken any of these rules or expectations then this will be treated as suspected malpractice and will be reported to the Awarding Bodies (AQA, OCR, Pearson, and WJEC) and possible sanctions maybe applied.

Signed:

Date: