

EXAM CANDIDATE CODE OF CONDUCT

1. **Complete all examination components (controlled assessments & coursework) by the published deadlines**
 - If a component part of an examination is not completed and handed in for assessment then a candidate will be given a U for Ungraded.
 - Any additional fee required by an Examination Board for late entry will be passed onto the candidate for payment. Failure to pay will result in no grade being awarded.
2. **Arrive at least 10 minutes before the start of any examination**
 - Punctuality is an important life skill and candidates are expected to arrive well in time for the start of every examination.
 - Late arrival will mean that important instructions will be missed and a candidate may, under certain circumstances, not be allowed to enter the exam room to sit an examination.
3. **Leave bags and outdoor coats at the back of the exam room**
 - These would cause an obstruction for the invigilators as they have to be able to move freely around the room.
4. **Wear full school uniform and comply with the School's Uniform Code**
 - Examinations are part of school life and students are always expected to be smartly dressed during the school day.
5. **Have all of the necessary equipment with me**
 - The equipment that candidates have been told to provide is to enable them to complete an examination as effectively as possible and must be in a clear plastic case.
 - Any drinking water you wish to bring must be in a clear bottle without any label.
 - The School will provide specialist equipment that candidates are not be expected to provide.
6. **Listen to and follow the instructions of the Examinations Officer & Invigilators**
 - It is the responsibility of each candidate to ensure that they follow the instructions they are given.
 - Any breach of regulations could result in a candidate being disqualified from an examination.
7. **NOT bring into any examination room a mobile phone or electronic device that could be connected to the Internet**
 - To avoid any possible opportunity to cheat.
 - To avoid the possibility of disturbing the examination with electronic noises.
8. **NOT bring into any examination room any unauthorised written material**
 - No reference books or other resources that could give an unfair advantage to any candidate are allowed in any exam room.
9. **Conduct myself appropriately in examination rooms at all times**
 - Any bad behaviour or breach of regulations may result in a candidate being removed from the examination room and possible disqualification from one or more examinations.
 - Any inappropriate writing or drawings that are considered to be offensive or obscene will be considered to be malpractice and may result in disqualification.

Candidate Name: Signed: Dated.....