Cambridge House Grammar School

Key Stages 4 & 5

Examinations Regulations

Rules for Conduct during Examinations

- Please read the timetable very carefully, as it is **your** responsibility to turn up at the correct time and location for each examination.
- Pupils should be outside the hall **10 minutes** before the start of an examination.
- You must know your seat number before coming into the examination hall. Check the seating plans which will be pinned up outside the hall before each examination.
- School uniform must be worn and the dress code must be followed.
- Schoolbags should be left either at home or in your locker/cloakroom areas.
- There must be no talking in the examination hall.
- You must stay for the full period of each examination.
- You must not be involved in any dishonest practice in an examination. This will lead to disqualification.
- No pencil cases allowed unless the contents are visible.
- Only the use of **BLACK** pen is permitted.
- No tippex or correcting fluid is to be used.
- Make sure that you have the equipment needed for each examination e.g. calculator, ruler, etc. No borrowing will be permitted.
- Mobile phones or other digital devices (including watches) should **not** be brought into the examination hall.
- You must listen to the invigilator and obey instructions at all times.
- No food or drink is allowed in the examination hall.
- **If you have to spend time in school either before or after an examination, it is to be used as study time. Please go to the designated study area(s).**
- Examination scripts/desks/desk cards must not be defaced in any way.
- Cheating will lead to zero marks.