



Aldercar High School

Managing Behaviour in Exam Rooms Procedure

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Leigh Parry	
Date of next review	September 2021

Role	Name(s)
Head of centre	Clare Hatto
Exams Officer	Leigh Parry
Exams Officer	Carly Kyle
Senco	Kate Temple

Managing behaviour during exams

Any student disrupting others will be removed. The invigilator will alert the Examinations Officer who will check with SLT for approval.

All students are expected to abide by the JCQ rules and regulations and if caught disobeying these rules, they will be reported to the Examining board and the correct procedures followed.

All students are informed of the behaviour expected of them at the start of the academic year and all mocks are conducted according to JCQ rules and guidelines to ensure the students are fully aware and ready for their real exams.