



CHALLNEY HIGH SCHOOL FOR GIRLS

MANAGING CANDIDATE BEHAVIOUR IN THE EXAMINATION ROOM

Legal

- To meet the requirements of the Joint Qualifications Council (JCQ)
- To meet the requirements of awarding organisations used by the school

Monitoring and Review

- This document will be subject to continuous review, monitoring, refinement and audit by the Examinations Officer and reviewed by the Senior Leadership Team

Prepared by: Examinations Officer

Reviewed by: Assistant Headteacher

Approved by: SLT

The school ensures that students are prepared for exams by running all internal and mock examinations in the same way as external exams. The same instructions and checks are issued to all candidates as in external exams.

Definition of inappropriate candidate behaviour

Inappropriate behaviour is any behaviour deemed to compromise the smooth delivery or undermine the integrity of an examination. Inappropriate behaviour (before, during or after the examination) includes, but is not confined to the following:

- Talking to, copying from, or in any way colluding with another candidate in the examination room
- Possessing unauthorised material (mobile phones, books, notes, documents etc.) in the examination room
- Removing unauthorised material from the examination room (question papers, answer books, scrap paper etc.)
- Failing to abide by the instructions of an invigilator
- Failing to adhere to school rules and JCQ regulations
- Impersonating another candidate for the examination
- Disruptive behaviour
- Aggressive or abusive behaviour
- Disclosing examination content after the examination
- Acting in any way, either intentionally or otherwise, that compromises or threatens to compromise the integrity of any examination
- Refusal to comply with a reasonable request to empty pockets.

In the event that inappropriate behaviour is suspected

The presumption is that the candidate is innocent unless appropriate evidence and due process shows the candidate has demonstrated inappropriate behaviour.

Examination invigilators carry out careful monitoring and observation throughout each examination. Candidate behaviour considered to be suspect or inappropriate is recorded and logged during the exam for subsequent investigation.

Whenever possible, unauthorised items will be taken from a candidate immediately. If a mobile phone is heard but cannot be located, then all candidates will be asked to remain behind and appropriate searches made by senior staff. A refusal to comply with a reasonable request to empty pockets will be seen as a failure to co-operate.

In the case of abusive or disruptive behaviour, the candidate will be spoken to by an invigilator. If the behaviour continues, then a warning of being moved and reported to the awarding organisation will be given. Further action is that their examination is halted whilst they are moved to a different seat in the exam room or in extreme cases a different area of the school. The full exam time will be given.

Any action taken will be reported to the Head of Year and Senior Leadership Team who will take appropriate action.

Investigation

Invigilators will complete the exam incident log. If required they will also be asked to submit a report detailing what happened, action taken and the candidate's response.

A warning will be given to the candidate that the incident will be reported to senior staff, parents/carers and the awarding body as necessary. Any possible sanctions will also be advised.

If the Examinations Officer considers that there is substantive evidence an investigation will commence and malpractice regulations will be followed.