



SIXTH FORM EXAMINATION PROTOCOLS

1. The Sixth Form dress code applies for all examinations.
2. Students should line up on the tennis courts **15 minutes** prior to the published start time for examinations. This means:
 - 8.45am for morning examinations
 - 10.50am for mid-morning examinations (only for exam clashes)
 - 1.15pm for afternoon examinationsThe only exception to this rule is for students who have separate rooms for examinations. In this case, meet outside the Finance Office 15 minutes prior to the published start time.
3. Mobile phones and bags should not be taken into the examination room. Sixth Formers may leave their bags in Mr Temple's office, which will be locked during the examination. Possession of a mobile phone or iPod in an examination room is a breach of regulations which must be reported to the exams regulator.
4. Students are under examination regulations from the point they leave the tennis courts and must not attempt to communicate with other students in any way.
5. Students should leave the examination room in silence and move away from the exits before starting to talk as other examinations may still be continuing.
6. Examination equipment must be brought in a clear pencil case and should be appropriate to the examination. Students will not be able to borrow equipment during the examination.
7. Water bottles, if required, must be clear with the labels removed.
8. If the fire bell rings students should follow the instructions of the invigilator in silence. Students will be instructed to leave the exam hall and line up on the tennis courts. You must not attempt to communicate with any other candidate during this time.