



## Behaviour policy during examinations

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Version	Date	Author	Summary of changes:



## Exams Behaviour Policy

Incident	Action by Invigilator	Consequences
First instance of unacceptable behaviour within exam	Clearly remind the student of the expectations and of the consequences of further poor behaviour.	Pass information on to Exams Manager
Second instance of unacceptable behaviour within exam	Re-seat the student within the examination. Remind of the expectations and the consequences of further poor behaviour. Record on Exam Behaviour Log.	Re-seat within the examination room Following examination student spoken to by SPE regarding exam regulations, letter sent to parents regarding exam behaviour, recorded as C2
Continued unacceptable behaviour following re-seat	Lead Invigilator to contact on-call. Record on Exam Behaviour Log.	Removed from examination room by on-call, phone call to parents by SPE, recorded as C3
Repeated C2 within same exam series		Phone call to parents by SPE, recorded as C3

**Behaviour which breaches exam regulations in external examinations must always be recorded and reported to the examinations manager.**

This policy is next due for review November 2021