

Exam Rules at St Andrew the Apostle School

These are expectations that are in place alongside the rules specified by the Joint Council for Qualifications (JCQ). They are centre-delegated rules, and all students are expected to abide by these in school and public examinations.

Exam Access Arrangements must align with your *normal way of working* in school.

Rest Breaks

If you are entitled to rest breaks, this means that:

- You are responsible for asking for a break.
- You will signal that you want a rest break by placing your rest break card on your table, clearly visible.
- You can have a rest break in any exams longer than 1 hour.
- Rest breaks are always at the discretion of the invigilator.
- Rest breaks are limited to three rest breaks per exam and up to 25% of the length of the exam.
e.g. 1.15-hour long exam = 3 rest breaks of 6 minutes maximum.
- A rest break can be in the exam hall, you will turn over your exam paper at the start of the break, and the break is timed from there.
- A rest break can be taken out of the exam room with an invigilator, you may speak to the invigilator, but not about the exam.
- You may not go for your rest break unless you are told you can.
- You may not ask for a rest break the first 10 minutes of the start of the exam.
- You may not have a rest break when there are 15 minutes or fewer remaining of exam time.
- If you take a rest break, you must remain in the exam working until the end of the adjusted time. This means that if you take a 6-minute rest break, you will be working for those 6 minutes at the end of normal time in the exam.

Toilet Breaks

- These are not allowed.
- In exceptional circumstances, where school is aware of medical needs, toilet breaks may be allowed. Please provide evidence from home if this is applicable to you at least 24 hours before your exam.

TIP: Go to the toilet whether you need to or not before the exam starts

Extra Time

- If you are entitled to extra time, you must stay to the end of normal time in the exam.
- There is not a requirement to stay for your full extra time allowance.
- When you want to leave after the end of normal time, you may only do this once you have requested exit from an invigilator and it has been granted.
- If you decline use of extra time in all your exams, then this access arrangement will be removed, and you will no longer be entitled to extra time.

If you do not follow these rules:

First breach / minor breach: will result in loss of access arrangement for the exam series.

More significant / repeated breach: could result in disqualification from the exam / exam series.

NOTE: some students have exceptional needs which mean they have slightly different arrangements, therefore these rules are not applicable to all and are at the Examination Officer's and invigilators' discretion.

Headteacher: Mr Martin

Examination Officer: Mr Christou

Assistant Headteacher / SENCo: Mrs Bamber