



Managing Behaviour in Exams Policy

Ludlow Church of England School

Prior to the exams

The Head of Centre will ensure the JCQ Information for Candidates (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) is distributed to all candidates in hard copy format prior to assessments and/or examinations taking place (GR 5.8) These will be handed out in a student pack.

An assembly will take place prior to the start of exams to

- ensure candidates are also made aware of the content of the JCQ Unauthorised Items and Warning to Candidates posters (GR 5.8) during the exams assembly.
- ensure candidates are briefed on what they must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments (GR 5.8).
- ensure that candidates are aware that inappropriate behaviour by a candidate in the examination room is deemed 'candidate malpractice'. 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.
- Ensure candidates are aware that all cases of malpractice will be investigated, recorded and reported to awarding bodies, and could impact their grades.

During exams

The Exams Officer will ensure the JCQ Unauthorised Items and Warning to Candidates posters are displayed in a prominent place for all candidates to see prior to entering the examination room (GR 5.8).

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examinations until the point at which they are permitted to leave

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. Where a candidate is being disruptive, the invigilator must warn the candidate that they may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could

include disqualification. Candidates to be warned of the possible penalties an awarding body may apply as detailed in JCQ suspected malpractice; Policies and procedures (ICE 24.5). The invigilator must request assistance from the Head of Centre or Exams Officer and record what has happened and actions taken on the Exam Room Incident Log

Candidates must not open the question paper until the examination begins, if they do, this must be reported to the relevant awarding body (ICE 19.1)

The Head of Centre has the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room (ICE 24.3).

The Head of Centre and/or Exams Officer will immediately report to the awarding body all cases of suspected or actual malpractice in connection with the examination (ICE 24.3) and Form JCQ/M1 - Report of suspected candidate malpractice must be completed (ICE 24.3).

This process is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	
Mr M Burton Miss J Gittins	
Date of next review	8/11/2025