**Ballymena Academy** **Pupil Guidelines for Internal Examinations**

**Behaviour during Examinations and Revision**

* The Code of Conduct detailed in the Learning Organiser applies throughout the examination period.
* You are not allowed to communicate in any way with, ask for help from or give help to another pupil while they are in the examination room.
* If any pupil is suspected of malpractice, the invigilator will record what has happened and inform the appropriate Head of Year as soon as possible following the completion of the examination.
* Ensure that you bring all necessary equipment that you will need to complete your exams.

**The Examination Room**

* Arrive at the examination room promptly for the start of the examination session. This applies even if you have a revision session.
* Adhere to the seating plan posted at the front of the examination room, you are not permitted to change seats unless asked to do so by the invigilator.
* You are not allowed to congregate in the examination rooms during break and lunch time.
* If you are **sitting an examination**
* Place your fully closed school bag below your desk.
* You should not have any books out during the course of your examination.
* Mobile phones must be switched off and left in your school bag.
* Notes, calculator cases, instruction leaflets, iPods, MP3/4 players, mobile phones, earphones and any other Mobile Electronic Device (MED) must be left in your school bag. Mobile phones must be switched off.
* All **wristwatches** to be removed from wrist and placed on desk before the start of the exam.
* **Smartwatches** are considered to be an **MED**, so should be removed from your wrist, placed in your blazer pocket or schoolbag and cannot be consulted during an exam. Other **wristwatches** should be removed from your wrist and placed on the desk before the start of the exam.
* If you have a **revision session**
* You are allowed to use books from your school bag.
* You are not allowed to communicate with any other pupil in the room unless permission is given by the invigilator.
* Mobile phones or MP3s (MEDs) may be used **during revision** for the **sole purpose of listening to music**. Headphones must be used and music should not be audible to any others in the room. Use of Mobile Phones or other electronic devices for anything other than listening to music is not permitted. They will be confiscated if used outside the criteria listed in this document.
* Food is not permitted in the examination room.
* Water may be allowed however this is on the condition that it is free from packaging and that all labels are removed.
* If you are feeling unwell during an examination, inform the invigilator immediately.
* It is expected that pupils will have gone to the toilet before sessions start.
* In an emergency, the invigilator will allow you to leave the examination room to use the toilet. In this case you will need to hand your examination paper to the invigilator who will record, on your paper, the time you leave and return to the room. You are not permitted extra-time at the end of the session unless the invigilator advises otherwise.
* In cases where an underlying medical condition requires access to the toilet, and the school has not already been notified, please ensure that your parent has informed the Head of Year prior to the start of the examinations.
* Pupils are not allowed to leave the examination room before the scheduled time signifying the end of the examination.

**For all written examinations**

* Complete all working, including rough work, on the examination stationery provided unless otherwise advised.
* Neatly cross through any rough work but do not make it totally illegible.
* Do any rough work for multiple-choice papers in the question book, unless otherwise advised.
* Write answers in black ink; pencils may be used for diagrams.
* Do not use
* Correcting pens, fluids or tape.
* Erasable pens.
* Highlighter pens in your answers (although you may use them to highlight questions within the question paper or question/answer booklet).
* Gel pens.

**Using Calculators**

Pupils are responsible for

* Bringing the calculator to the examination.
* The calculator’s power supply.
* The calculator’s working condition.

Calculators must be

* Of a size suitable for use on the desk.
* Battery or solar powered.
* Free of lids, cases and covers.

Calculators must not

* Be designed or adapted to offer any of these facilities;
* Language translators.
* Symbolic algebra manipulation.
* Symbolic differentiation or integration.
* Communication with other machines or the internet.
* Be borrowed from another candidate during an examination for any reason.
* Have retrievable information stored in them – this includes
* Databases
* Dictionaries
* Mathematical formulas
* Text

A **mobile phone** is **not allowed** to be used as a calculator.

**Equipment**

* You are responsible for bringing the material that you need for the exams. This includes:
* Pens, pencils, rubbers, rulers.
* Mathematical equipment (e.g. protractor, compasses, calculator)
* You mustn’t assume that you can borrow any of these things from another pupil in the room; the supervising teacher might not allow you.

**Generally**

* Relax and don’t panic – these exams are an opportunity for you to show what you have learned in your subjects since September!
* Use your common sense!