

Devon Studio School Examination Procedures

Our Aim: To enable all students to achieve their very best in every assessment

Information for all candidates:

Please remember that Devon Studio School expects excellent standards from all our students. All exams will be conducted so as to give every student the best opportunity to succeed.

- The exam venue will be set up prior to the arrival of the candidates.
- You are responsible for checking your exam timetables and being punctual. Arrive 10 minutes before the published start time.
- You must wear the full correct school uniform.
- Candidates have to leave their mobile phones/I Pods switched off and in their bags which are stored in locked rooms.
- Candidates must enter the exam venue in silence having first placed their bags in the designated area.
- Seating plans will be on display outside the exam venues.
- Candidates are expected to remain in silence and face the front at all times once in the exam hall.
- Graffiti on exam papers or desks will NOT be tolerated.
- Candidates are permitted to have water in a clear bottle but no food or chewing gum.
- Candidates should use a clear plastic case or plastic wallet for their equipment. It is your responsibility to come to the exam properly equipped.
- Candidates should only use black ink.
- Candidates must listen to all instructions from the invigilator.
- At the end of the examination candidates will be told to stop writing and remain in silence whilst the papers are collected in.
- Once everything has been collected in candidates are dismissed remaining in silence until they have left the exam venue.
- Any student who disrupts an examination or attempts to communicate with another candidate will be warned and reported to the examinations officer. You are at risk of being disqualified from that exam and all other exams.

Stuart Heron

Examinations Officer