

# Managing Behaviour in Exam Halls Procedure

2020/21

This policy is reviewed annually to ensure compliance with current regulations

| Approved/reviewed by |             |
|----------------------|-------------|
| Exams Officer        |             |
| Date of next review  | 01 Sep 2021 |

| <b>Role</b>    | <b>Name(s)</b>                             |
|----------------|--|
| Head of centre | <b>Jim Grant</b>                           |
| Exams Team     | <b>Neil Owen, Wendy Cowgill, Jane Hart</b> |
| Senco          | <b>Gill Thomas</b>                         |

## **Managing Behaviour in Exam Halls**

The invigilator are responsible for the management of behaviour in exams halls.

They are supported in this by the Exams Officer and the exams team.

## **Procedure**

Any instances of bad behaviour should be dealt with in the following manner:

Low Level Disturbance – Deal within in the hall with as little fuss as possible to avoid disturbing other candidates. Make a full written report on reverse of room plan.

More Serious Disturbance – Ask the student to stop writing and pause the exam (record the time and duration of the disturbance).

Request the support and assistance of the exams officer or a member of the team.

The exams officer or a member of the team will advise on actions to be taken this may result in a variety of circumstance including removal from halls.

Once resolved re start the exam giving students their full time.

A full written report to be made on room plan.

The exams team will take appropriate actions in regard reporting to awarding bodies.