

Mock Protocol 2023 – 2024

Scenario	Outcome	What would happen during real exams in the summer
A student misses an exam due to illness or other circumstances out of their control. The absence has been approved by the attendance officer.	They will be offered the opportunity to take this exam in class time or take the paper home with them.	Special consideration would be applied for the missed exam. If the special consideration is approved by the exam board, a grade would be awarded based on the papers they did complete. To achieve a grade a least one paper per subject must be sat.
A student misses an exam because they are truanting or refusing to enter the exam.	They will get a Zero for that paper. A letter will be sent home by SLT.	The student will receive a Zero for that paper.

Scenario	Outcome	What would happen during real exams in the summer
A student is disruptive during an exam. They are asked three times by an invigilator to stop.	The Exams Officer will remove them from the exam. They will get a Zero for that paper. A letter will be sent home by SLT.	They will be removed from the exam. A Malpractice form will be completed by the centre. The Exam Board will decide on the outcome, they could be disqualified from that paper, or the whole subject, or all subjects by that exam board.
A student is disruptive during an exam, they have already been removed from one other exam in this academic year for disruptive behaviour.	The student will get a Zero for that paper and will be removed from all future mock exams. Parents will be invited in to discuss the behaviour and consequences with SLT.	They will be removed from the exam. A Malpractice form will be completed by the centre. The Exam Board will decide on the outcome, they could be disqualified from that paper, the whole subject, or all subjects by that exam board.

Scenario	Outcome	What would happen during real exams in the summer
A student has unauthorised item in their possession. This could be a mobile phone, headphones, watch or notes. The student notices before the start of the exam and hands it in to the invigilator.	The item will be placed in an envelope and can be collected from reception.	The item will be placed in an envelope and can be collected from reception.
A student has an unauthorised item in their possession and does not hand it in before the start of the exam.	The student will get a Zero for that paper. The item will be confiscated. A letter will be sent home by SLT.	A Malpractice form will be completed by the centre. The Exam Board will decide on the outcome, they could be disqualified from that paper, the whole subject, or all subjects by that exam board.

Scenario	Outcome	What would happen during real exams in the summer
A student is disruptive during the line up before an exam.	A member of teaching staff will remove them from the line up. A letter will be sent home.	. A Malpractice form will be completed by the centre. The Exam Board will decide on the outcome, they could be disqualified from that paper, or the whole subject, or all subjects by that exam board.
A student is disruptive during the line up before an exam. They have already been removed from the line up once and continue to disrupt the start of the exam.	The Exams Officer will remove them from the exam. They will get a Zero for that paper. A letter will be sent home by SLT	They will be removed from the exam. A Malpractice form will be completed by the centre. The Exam Board will decide on the outcome, they could be disqualified from that paper, or the whole subject, or all subjects by that exam board.