



OWNED BY	STUDENT JOURNEY MANAGER/EXAMS OFFICER
Policy	Exams Managing Behaviour in Exams Halls Policy
DATE OF LAST REVIEW	SEPTEMBER 2023
PLANNED NEXT REVIEW	AUGUST 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
Senco	Gill Thomas

Managing Behaviour in Exam Halls

The invigilators 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 with 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 exams team.

The Exams Officer or a member of the exams team will advise on actions to be taken this may result in a variety of circumstance including removal of the student from the exam room.

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Once resolved the exam should be re started giving students their full time.

A full written report to be made on room plan, invigilators report.

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

Data Protection

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organization's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation, or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.

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