



Darland High School

Ysgol Uwchradd Darland

Chester Road, Rossett LL12 0DL
Tel: 01244 570588 Fax: 01244 573099
Email: headteacher@darland.wrexham.sch.uk
www.darland.wrexham.sch.uk

Yr Orsedd, Wrecsam LL12 0DL
Ffon: 01244 570588 Ffacs 01244 573099

Headteacher Mrs J Lee BSc NPQH

Year 11

Student Internal Exam Protocol

Pre-Public exams (PPEs) are an important aspect of preparing students for external examinations. These should be carried out following external guidelines where possible, so pupils are aware of the expectations in their final exams. This year we have changed minor aspects of the process to ensure a calm environment for all students, which will give them the best opportunity to perform to their potential.

Please read the guidelines below for further details

Entry Protocol

1. Ensure you have all the correct equipment for your current exam – if using a water bottle please remove the labelling.
2. Drop bags off at Exam Bag Room leave MOBILE PHONES and BLUETOOTH DEVICES (e.g Apple Watches) in bags. This room will be locked during the exam.
3. Enter building through external door opposite finance office; here spot checks for mobile devices may be conducted.
4. Check seating position on the notice board.
5. Enter the exam hall in silence.

Exam Conduct

1. Once in the hall pupils are to remain silent for the duration of the exam.
2. If pupils have questions, they must raise their hand and wait for an invigilator.
3. Pupils are to remain silent until an invigilator dismisses them.
4. On exit from the exam pupils to exit through the external door opposite the finance office and claim their belongings from the Exam Bag Room.

To ensure all pupils have quiet conditions to concentrate during the exam – any pupil that fails to follow the above steps will be removed from the exam room, kept in a quiet room and will take their exam after the main exam has finished.

Should staff wish to speak to students before the exam, they will need to make arrangements to do this prior to pupils entering the exam corridor.

Can faculty heads please provide support with SLT in the entry process into exams.