

Exam Mobile Phone Policy

2024-2025

As a SEN school, where all candidates wear hearing equipment, it is important that for exam security reasons the centre can ensure that a candidate's hearing equipment is not connected to their phone.

Before any exam, candidates will be asked to show a member of staff that their phones are switched off. Phones will then be placed in a bag and stored in the office until the exam has finished.

Candidates who require the use of their mobile phone for medical reasons such as diabetes monitoring will be allowed to keep their mobile phones switched on and on the invigilator's desk. The candidate will be seated at the front of the room. They will be asked to show the invigilator that the app on their phone shows that their hearing equipment is disconnected from their phone.

If the candidate starts to feel unwell or if their phone alerts them, the candidate will alert the invigilator. The candidate will be supervised as they check their medical issue on their phone. Should the candidate require medication, they will be allowed a supervised rest break to take their medication. Once the candidate is feeling better, they may continue their exam, with the reinstatement of any missed time.

The invigilator will ensure that any issues are noted on the Exam Room Incident Log and will contact the Exams Officer at the end of the exam to inform them of the issues.

Signed by the Headteacher, Mrs L Farenden:



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