


MOBILE PHONE PROCEDURE (WRITTEN & PRACTICAL EXAMS)

RESPONSIBILITY:	HEAD OF CENTRE
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PROPOSED BY:	EXAMS OFFICER
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TYPE OF PROCEDURE:	STATUTORY
ON WEBSITE:	YES

DATE AGREED:	SEPTEMBER 2025
FREQUENCY OF REVIEW:	ANNUALLY
NEXT REVIEW:	SEPTEMBER 2026

APPROVED BY:	PAUL PHILIPS
DATE APPROVED AND ISSUED:	SEPTEMBER 2025
SIGNATURE:	 DEPUTY HEAD TEACHER

This document is reviewed and updated annually on the publication of updated JCQ regulations.

Purpose of the procedure

The purpose of the process to ensure continued compliance with JCQ regulations.

Introduction

'Possession of a mobile phone or other unauthorised material is not allowed, even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification'. JCQ ICE Appendix 4

Procedure

During any examination, students are not permitted to have on their person any mobile phones, watches (analogue or digital), or technological or web-enabled potential sources of information. Possessing such a device on their person, even if it is switched off, is classified as malpractice and is a serious breach of the rules that can result in significant consequences.

Therefore, the following procedure has been introduced for examinations:

Written Exams –

- Before entering the exam room, all students must turn off their mobile phone and show this to an invigilator or staff member.
- The student's mobile phone must be placed in their school bag prior to entering the room, and school bag then placed in a designated area in the exam room away from the student.
- The student is not permitted to access their belongings until the end of the exam, and their mobile phone must not be switch back on until they have left the exam room.

Practical Exams –

As a student is allowed to move around the exam room during a practical examination the procedure has been adapted to take account of this.

- Before entering the exam room, all students must turn off their mobile phone and show this to an invigilator or staff member.
- The student's mobile phone must then be placed in a named envelope, along with any other items not permitted in the exam room, and placed a large container/box. This is to be arranged by the department.
- The container/box will then be stored in a locked room/cupboard away from the students.
- The student is permitted to access their belongings during break and lunchtimes, but prior to the student re-entering the exam room, the above procedure must be followed again. The student is not permitted to have their mobile phone in the exam room whilst it is switched on.

Failure to follow this procedure, or breaches of this procedure must be reported to the Exams Officer immediately for them to deal with in accordance with Vandyke policies and JCQ regulations.