

Friesland exam rooming protocol



We need an agreed and accountable system for who is and isn't allowed to sit their exams in a small room. This is open to external scrutiny, for actual exams rather than mocks, and hence needs to be administered properly and by a set of agreed criteria.

Step 1:

The student (or parent/guardian thereof) requests to work in a small room

Step 2:

The following are avenues for agreement to that request:

- The student has a special educational need, in which case the request is made via the SENCO to the exams officer
- The student has a medical need due to a physical condition, in which case the request is made via the parent/student/HoY to the exams officer. For example; the student has broken their leg and is in discomfort. If the physical injury is not obvious this may need a supporting letter from a Doctor.
- The student has a medical need due to a non-physical condition, in which case the request is made via the parent/student/HoY to the exams officer. For example, the student is suffering from mental health issues or has long standing anxiety problems. Evidence from a Doctor/councillor/pastoral team at the school may be required to verify the level of need.

In all cases the exams officer must be consulted, in advance, as to who will request to work in a small room (although in extreme cases we reserve the right to make last minute alterations). Decisions will be made by the exams officer, in consultation with the senior leadership team where necessary.

This holds for all exams taking place in the hall: actual summer exams, KS3 mocks, KS4 mocks.