



Managing Behaviour Policy (Examinations)

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1. Policy Information

Centre name	Sutton House Academy
Centre number	16611
Date policy first created	05/01/2024
Current policy approved by	SLT
Current policy reviewed by	Jonathan Lee
Date of review	September 2025
Date of next review	September 2026

2. Key Staff involved

Role	Staff Name
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee

This policy is reviewed and updated annually to ensure that candidate behaviour in the examination room at Sutton House Academy is managed in accordance with current requirements and regulations.

References in this policy to GR, ICE and SMPP refer to the JCQ documents General Regulations for Approved Centres, Instructions for Conducting Examinations and Suspected Malpractice: Policies and Procedures.

3. Purpose of the Policy

The purpose of this policy is to confirm that candidate behaviour in the examination room at Sutton House Academy is managed in line with JCQ regulations.

4. Briefing Candidates

Sutton House Academy will ensure candidates are fully aware of the standards of behaviour required in examinations by:

- distributing JCQ Information for Candidates documents prior to assessments
- ensuring candidates are aware of the Unauthorised Items and Warning to Candidates posters
- briefing candidates before examinations on expected conduct and prohibited behaviour

5. Candidate Malpractice

Inappropriate behaviour in the examination room is treated as candidate malpractice. Candidates are reminded that failure to comply with JCQ regulations may lead to sanctions imposed by the awarding body, including disqualification.

6. Behaviour in the Examination Room

Candidates are under formal examination conditions from the moment they enter the exam room until they are permitted to leave. Candidates must not speak, communicate, disrupt others or open question papers early.

Where a candidate is disruptive, invigilators will issue a warning. If behaviour continues, the Head of Centre or authorised staff may remove the candidate if their presence would disrupt others. All incidents will be reported to the awarding body.

7. Roles and Responsibilities

7.1 Invigilators

- remain vigilant for disruptive behaviour or malpractice
- warn candidates where behaviour breaches regulations
- record incidents on the exam room incident log

7.2 Exams Officer

- ensure candidates receive all required JCQ information
- ensure warning posters are displayed
- support invigilators and report incidents as required

7.3 Head of Centre

- authorise removal of candidates where necessary
- report all suspected or actual malpractice to awarding bodies

7.4 Senior Leaders

- support exams staff managing behaviour
- apply internal disciplinary procedures where appropriate

8. Examples of Candidate Malpractice

These include (but are not limited to):

- possession or use of unauthorised materials
- disruptive behaviour or refusal to follow instructions
- communicating with other candidates
- plagiarism or AI misuse

9. Changes for 2025/2026

No additional changes applicable.