


<p>Dronfield Henry Fanshawe School</p> 	<p><b>Policy No: S48</b></p>	Revision No:	
		Date Issued:	July 2015
<p><b>Examinations Mobile Phone/Smart Watch Policy</b></p>	Committee:	Statutory	
	Author:	LJB	
	Date Adopted:		
	Minute No:		
	Review Date:	Oct 2019	

**Dronfield Henry Fanshawe School  
Examinations Mobile Phone/Smart Watch Policy**

**Aim**

At DHFS we aim to conduct all examinations with high professionalism for all students, and deal with any incidents of mobile phones/Smart Watches in exams in a professional manner. We need to ensure that all mobile phones/Smart Watches are strictly banned from exam rooms and any cases of malpractice involving mobile phones/Smart Watches are reported to the Awarding Bodies following strict guidelines at all times.

**Objectives:**

- To ensure that any incidents of mobile phones, iPods, Smart watches, MP3/4 players or potential technological/web enables sources of information are dealt with in a professional manner
- To report any of the above incident to Awarding Bodies following the correct procedure

**The need for a policy**

The possession and use of mobile phones/Smart Watches by school candidates is now extensive. A policy has become necessary because we, in common with schools throughout Britain, have experienced growing problems caused by the possession and inappropriate use of these devices during examination periods.

- The possession of a mobile phone/Smart Watch or any of the \* aforementioned devices within any examination room with texting facilities and sound recording would be considered malpractice and could be subject to sanctions and penalties in accordance with the relevant JCQ rules and regulations and may result in disqualification.

**To whom the policy applies**

To all candidates taking any internal or external examinations from Year 7 to Year 14, external candidates and invigilators at Dronfield Henry Fanshawe School.

**Policy statement**

Dronfield Henry Fanshawe School believes that the use of mobile phones/Smart Watches and any of the \* aforementioned devices in any examination room would be considered as malpractice and an infringement of the JCQ rules and regulations and may result in disqualification.

For this reason the following restrictions will apply:

1. Mobile phones/Smart Watches and any of the \* aforementioned devices are not allowed to be taken in to any examination room by any candidates sitting internal or external examinations.
2. The use of mobile phones/Smart Watches and any of the \* aforementioned devices by Invigilators is not permitted during examinations (only in case of an emergency).
3. Audio devices (such as MP3-4 players/iPods/Smart watches/potential technological/web enabled sources of information) are not allowed in examination rooms at any time.
4. These restrictions apply to all internal or external examinations conducted in school.

***The school will accept no responsibility for the safeguarding of any such electronic equipment brought into school on examination days, these should be left at home. It is the sole responsibility of the owner. The school cannot be held responsible for the safety of valuables or responsible for their loss. Mobile phones/Smart Watches and any of the \* aforementioned devices will not be accepted for safeguarding by Staff, Reception, Year Office or Examinations Office.***

### **Enforcing the policy**

- All examinations staff and invigilators are responsible for upholding and enforcing the policy.
- All teaching staff and Mentors are responsible for reminding candidates to adhere to the Examinations Mobile Phone/Smart Watch Policy.

### **Voluntary Surrender**

If a candidate voluntarily surrenders their mobile phone/Smart Watch or other device to Examinations staff or an invigilator before the start of an examination they will be reminded of the examination mobile phone/Smart Watch policy, the device will be confiscated and can be collected from the Examinations Office at the end of the school day or the end of their examination. A verbal warning will be issued regarding the use of mobile phones/Smart Watches and these other devices in examinations also informing them of the potential consequences.

### **Suspected Malpractice**

If a candidate is found to be in possession of a mobile phone/Smart Watch or other device after the start of the examination, the device will be confiscated and on completion of the candidate's examination they will be interviewed by the Headteacher. They will be given the opportunity to make a written statement of the incident and parents will be informed. A full report will be submitted to the Examination Board who will take the necessary action in accordance with the JCQ Rules and Regulations on Malpractice. Dependant on the seriousness of the incident, this may result in disqualification.

### **Questions and Answers**

- ? Does the policy mean candidates can't take mobile phones/smart watches to school on examination days?
  - A Yes, Candidates should not bring mobile phones/smart watches to school when they know that they have either an internal or external examination on that day.
- ? Does the policy mean candidates can't take MP3-4 players or any of the \* aforementioned devices to school on examination days?

- A** *Yes, Candidates should not bring electronic devices to school when they know that they have either an internal or external examination on that day.*
- ? Does the policy apply to all candidates?  
**A** *Yes, to all candidates (Y7 – Y14 and external candidates) who may be taking any internal or external examinations.*
- ? Does this apply to Invigilators too?  
**A** *Yes, but a walkie talkie radio is held by the Invigilators and Examinations Staff in case of an emergency. In some instances it may be necessary for Invigilators to use a mobile phone in case of an emergency.*
- ? Do other schools have similar policies?  
**A** *Yes*
- ? What if I want to phone my child?  
**A** *If you phone the school on 01246 412372, we will ensure that your child receives your message and, if necessary, Examination Staff will phone you back.*
- ? What happens if a candidate uses a mobile phone/smart watch or other electronic device during the examination?  
**A** *This will be reported to the Examination Board and they will take the necessary steps. The device will be confiscated, put into an envelope and given to Examinations Staff for safekeeping. Candidates may collect it at the end of the school day. Parents will be contacted and informed of the incident. Students will be given the opportunity to make a written statement of the incident and will be interviewed by the Headteacher.*
- ? Will my child be logged with a negative event for possession of a mobile phone/smart watch or any of these devices within an examination room?  
**A** *Yes.*

### **Review of the policy**

This should be undertaken annually and approved by the Governing Body.