



Malbank School & Sixth Form College
Examination Declarations Policy

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Examination Declarations Policy

1. What You Must Know

Exams must be fair, honest, and secure. Before, during and after your exams, you must **declare certain** things to keep everything in line with exam board rules.

2. What YOU Must Declare as a Student

Before the exam

- Hand in **unauthorised items** (mobile phones, smartwatches, notes, electronic devices).
- Tell staff about any **SEND or medical needs** if you need extra support or access arrangements.

During the exam

- If you realise you have something you shouldn't (like notes in your pocket), **tell an invigilator straight away**.
- Report any **suspicious behaviour** or cheating you see.

After the exam

- If you discover an issue (e.g., someone shared answers, or you forgot to hand something in), **speak to the Exams Officer immediately**.

Coursework / NEA

- Sign the **authentication form** confirming your work is your own.

3. Failure to Declare

- Could be treated as **malpractice**.
- May lead to disqualification or loss of marks.
- Could be reported to the exam board.