

Information you need to know about your exams

Absence from Examinations

You must attend all exams allocated to you on your individual candidate timetable. If you are feeling ill on the day of an exam, you **MUST** telephone school on 01772 682008 and speak to either Miss Jordinson, Miss Wareing, your mentor or Miss Taylor, the Exams Officer. You should try and sit the exam if possible. If you are feeling unwell, there are things that can be done to help you take the exam.

Candidate Number

You have been given a 4-figure reference number that applies only to you. **You need to remember this number** as you will write it on all your exam papers – you will find this number on your exam timetable and exam ID card. It is important to bring the card with you to every exam in order for the invigilators to identify you.

Candidate Malpractice

If you commit malpractice in an exam, you **WILL** be reported to the exam boards. 'Malpractice' means doing anything that is against the rules in the *Information for Candidates* document and includes:

- **Being in possession of a mobile phone;**
- **Communicating with other candidates;**
- **Copying/attempting to copy from other candidates;**
- **Bringing unauthorised material to your desk;**
- **Using unauthorised material to help you.**

Penalties for malpractice can include disqualification from taking any remaining exams for the rest of the year.

Conduct in the Exam Room

You must remain silent at all times when you are in the exam room. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave. **You will not be allowed to leave an exam early if you have finished your paper – ensure to use your time effectively. It is always advisable to read back through the paper, checking the questions and your answers again.**

You must not bring anything into the exam room except the equipment you need for that exam. (See the equipment listed below). **MOBILE PHONES ARE NOT ALLOWED IN EXAMS. YOU MUST MAKE SURE IT IS SWITCHED OFF AND HANDED IN.** If your mobile phone rings or makes a noise (EVEN IF IT HAS BEEN LEFT IN YOUR BAG), this could result in ALL your papers for that series of exams being cancelled.

At the end of the exam, the invigilators will collect your exam papers. Question papers, answer booklets and additional paper must **not** be taken from the exam room – **absolute silence must be maintained until you have left the exam room.**

It is your responsibility to read and understand the *Information for Candidates for Written Exams* and *Information for Candidates for Social Media* documents. Copies of these can be found on the school website.

Equipment

You must bring all your own equipment to exams, which should be in a clear plastic bag or transparent pencil case. Coloured pencil cases are not permitted. It is **YOUR** responsibility to have the correct equipment with you for each exam.

The following equipment should be brought to every exam:

- 2 **black** pens;
- 2 pencils;
- Ruler marked in millimetres;
- Pencil sharpener (preferably one which catches the bits!);
- Rubber.

For some exams you will need the following:

- calculator (with a removable case);
- coloured pencils;
- Geometry set.

You must do any rough work in the answer book provided or on additional exam paper if you need it. Additional paper must be sent with your answer book for marking. Cross out anything you do not want to be marked leaving everything you do want to be marked clear and legible. Highlighters **must not** be used in answer booklets, however, you are allowed to highlight key information in the question booklet if you wish to.

The following stationary is not allowed in an exam:

- erasable pens;
- coloured pens;
- gel pens;
- marker pens;
- felt tips;
- correcting fluid, pens or tape;
- blotting paper.

You must bring your own calculator if you need one – you are **NOT** allowed to use the calculator on a mobile phone.

Fire Drills during Exams

If the fire alarm sounds during an exam, please follow the instructions of the senior invigilator. You **MUST** remain seated in silence until told to leave the exam room.

If you are told to leave the exam room:

- close your answer booklet leaving all your papers and equipment on your desk;
- Remain silent at all times. You must not speak to anyone – this could result in disqualification;
- You must stay with the invigilators and other exam candidates;

- Listen carefully to the instructions given by the invigilators – they will lead you to your assembly point and instruct you on how to line up;
- **When you return to the exam room, do not start your exam paper again until told to do so by the senior invigilator.**

Food and Drink

Water must be a clear plastic bottle, free from labels and no larger than half a litre/500ml. No other drinks are permitted in the exam room. Sweets are permitted in exams, however, they must be in clear packaging free from all labels.