

IMPORTANT EXAMS INFORMATION

If you abide by the following rules & regulations the exam season will run smoothly and successfully - help us - to help you!



You **MUST** be on time for ALL of your exams – read your timetable carefully.



Exam dates/times cannot be changed. Any medical appointments **MUST** be re-arranged as exams cannot.

Full uniform must be worn for all exams.

If you are running late for any reason you need to get in touch with school's Main Office immediately & ask for the message to be passed to the Examinations Officer urgently.



If you miss an exam and are unable to provide a medical certificate with a valid reason your parents/carers will be **charged £50 for each subject missed**. Oversleeping/forgetting is not a valid reason.

Morning sessions begin at **9 am**
Afternoon sessions begin at **1pm** unless told otherwise

Exam times are on your **individual exam timetable**. Keep hold of this it is an important document. It shows which room and seat you should be in.

You should **arrive at least 10** minutes in advance of the start time & line-up outside the Sports Hall in silence.

You will be called into the exam venue when we are ready and you will then find your seat. **CHECK** the seating plan on the Exams' Noticeboard prior to lining up as changes are sometimes made.

Please leave all bags in lockers. They are not to be brought into the exam room. **Possession of a Mobile phone or any electronic device** that can connect to the internet or has a data storage device (a smartwatch for example, iPod, MP3 player) is strictly forbidden **even if it is switched off** – if you break this rule then it will result in disqualification - not just from one exam – **but possibly from all of them.**



You must not become involved in any unfair or dishonest practice in any part of the examination.

You will be asked to ensure that you **do not** have any unauthorised items in your possession e.g. mobile phones, headphones, MP3 players, iPods, Smartwatches or **any sort of watch including analogue watches**, any data storage devices or any device that connects to the internet. These will be collected in and returned to you when the exam has finished.

Remember you are not allowed to bring any papers, notes or books into the exam with you unless it is specifically required for that exam.

Possession of unauthorised objects is breaking the rules – even if you have no intention of using them.



You are allowed to bring **WATER** only, in a clear plastic bottle – the label **must** be removed. Please keep on the floor beneath your desk to avoid spillages.



But **no food** is allowed in the examination room.

Your pencil case should be clear plastic (or a clear plastic bag) and remember to write in black ink. You must bring black pens, a pencil, a ruler and an eraser. An 'exams' pencil case complete with equipment can be bought from the stationery shop for £2.50. No correcting pens, highlighters or gel pens may be used in your answers. (you may highlight questions)



You must not borrow anything from another candidate during an exam.

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Once you enter the Sports Hall/exam room you should not talk to anyone else – you are now in **strict examination conditions**.

You **MUST** not turn around but face the front of the room and **listen** carefully to the invigilator.



You need to understand that cheating in any form will not be tolerated. You risk the exam you are sitting plus any others you have sat being marked as zero. We and exam boards operate under very strict guidelines.



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If you use a word processor in exams make sure you open the Word Processor Template then;

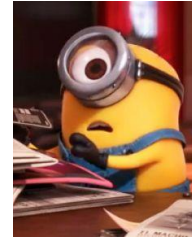
- save immediately – date, name, exam information
- put your candidate number, centre number, your name, exam name and codes at the top of the document **and** on the examination paper
- Remember to use double line spacing and 12 pt font
- You must remain with an invigilator whilst your work is printed and confirm it is yours

SAVE REGULARLY. The school is not responsible if you do not save your work and lose it – you will **NOT** be given the exam time again. Follow the instructions for the end of the exam carefully regarding printing.



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Do not sit in any available seat. Ensure you are sat in the correct seat. If not you could sit the wrong exam or wrong tier paper. Make sure you have the correct paper in front of you – if not speak to the invigilator immediately.



Read the paper carefully and follow the instructions.

Rough paper is not available. Do all planning on your exam paper. Cross through work you do not want marked.

Remain seated at your desk once the exam is over until you are told to leave row by row.

Some students may still be taking an exam **be quiet** and respect them.

Do not talk until you are completely outside the sports hall / exam venue and well away from any exams that may still be taking place.

Do not remove anything from the exam room other than those items you brought in.

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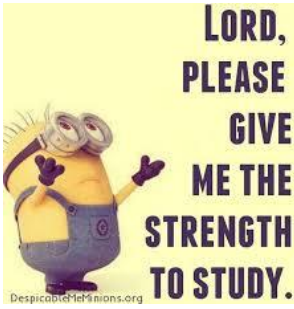
If you have a question before or during the exam – raise your hand. An invigilator will come to you



Do not talk or try to communicate in any way to anyone other than an invigilator once an exam has started. If you have a query - need extra answer booklets, tracing paper, a pencil sharpener, a tissue etc., the invigilator will try to help you.

You are not allowed to leave an exam early, even if you have finished.

You must stay seated, facing the front & remain in silence until the exam has finished and you are outside the exam room.



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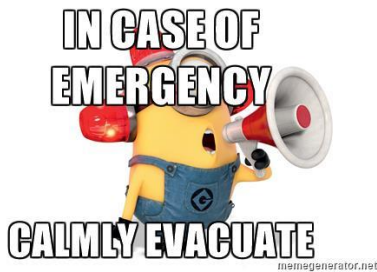


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EMERGENCIES – remain seated and silent and follow the instructions of the invigilators.

If you need to evacuate the exam room, the invigilators will escort you to a register area . You **MUST** remain silent.

When instructed you will re-enter the exam room in silence and be told when to re start. The time of the disruption will be added on to the exam time and if a GCSE exam, special consideration will be applied for from the exam board.



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FINALLY – If you have any questions about your exams, speak to someone

- Speak to your Family
- Speak to your Form Tutor
- Speak to your Subject Teacher
- Speak to your Head of Year
- Speak to the Exams Office Team



I AM READY..



BRING ON THE EXAM!