

Examination Guidelines



1. Exam Timetables

- Make sure that you know the dates and times of your exams
- Don't rely on friends or family to remind you
- If you have had tier changes to your exams make sure you have an up to date timetable

2. Clash Exams

- If the total of clash exams are under 3 hours then it is likely that you will have one exam directly after another
- If total of clash exams are over 3 hours then you will be given a supervised break between exams
- During a supervised break you will be allowed revision books & snacks but no other equipment mobile phones/MP3 or MP4 players etc.
- If you have a clash then you would have received an email from the exams office asking you to check arrangements with them

3. Information

- Check the Exams page of the school website regularly
- The exams notice board in the main corridor will be updated each morning and afternoon with seating plans. Look at this to find out which room and exam desk you will be sitting at
- Make sure you check your school emails too

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4. Uniform

- Regulation school uniform rule applies to exams
- Lockers will be unavailable – Advice on storage of belongings will be in due course
- Unauthorised material in an exam room could lead to disqualification

5. Equipment

- See-through pencil cases are the only ones you can bring into the exam room
- Only use **black** ballpoint pens, no gel pens are allowed, even black ones
- Pencils may be used if it says so on the exam paper
- Check your calculator is working properly and the battery is working. Clear any storage from calculators before the exam season begins. Calculator lids are not allowed
- A bottle of water is allowed, in a clear bottle with the label removed. Juice is not allowed.
- Mobile phones are not allowed in the exam room ... EVER. Even if it is switched off, you could risk losing the result for the paper you are sitting. There is no right of appeal against a mobile phone malpractice decision
- No 'MP3 or MP4 players, iPods, smartwatches or any data storage devices or headphones

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Equipment cont'd

- No notes, calculator cases/instruction leaflets, bags, coats, food or digital equipment
- Don't write on your hands before or during an exam
- If you forget to store your mobile phone, hand your phone to a member of staff for safe keeping until after the exam
- You may be disqualified from an exam if you are found to have unauthorised material on you, even if you had no intention of using it

6. Exam Attendance

- Make sure that you arrive promptly for all your exams, on the right day and time. You should arrive at **8:30am** for morning exams and **1:20pm** for afternoon exams

7. Lateness

- If you are late, do not go directly to the exam room, you must go to the Exams Office first
- If you know you are going to be late i.e. bad traffic then you must contact Reception or the Exams Office to leave a message
- Make sure you have the school phone number saved as a contact on your mobile
- Don't panic if you are late
- But, the later you arrive the more difficult it becomes to allow you to sit the exam

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8. Absence

- If you miss an exam due to sickness, your parent must phone the exams office before 8:30am
- You must get a medical certificate from your doctor and get advice from the exams office staff if you miss an exam due to sickness

9. Entering Exam Room

- You must be quiet when waiting to go into the exam room
- Line up in an orderly manner and do not block doorways
- You must familiarise yourself with the exam notices, procedures and rules that are displayed at the entrance to the exam room

10. Whilst in the Exam Room

- You must remain silent
- Let a member of staff know if you have a medical problem before the start of your exams
- You must sit at the designated exam desk
- You must bring your lanyard as identification and display it on your exam desk, as directed by the Senior Invigilator
- Listen carefully to the Senior Invigilator at the beginning of the exam as they will be giving you important instructions that you must follow
- Pay attention – this may be the last chance to sort out problems before the exam begins

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Whilst in the Exam Room cont'd

- There will be invigilators on hand in the exam room – put your hand up if you have a problem, need more paper or feel unwell at any point
- Always check that you have the correct exam paper on your desk at the start of the exam
- Fill in the details required on the front cover of your exam paper using black pen
- Read the instructions carefully
- The invigilator cannot help you with any of the questions on the paper. The invigilator can only answer questions about instructions on the front of the exam paper and they cannot read the words printed in the question paper to you
- Don't cheat – the punishment can be severe and you could be disqualified from all your subjects

11. Exiting the Exam Room

- You cannot leave an exam room until you are told to do so by the Senior Invigilator
- When leaving an exam room you must remain silent, there may be other exams still taking place
- Move away from the exam area as quickly as possible

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12. Exam Results

- You will be able to collect a summary of your results in August. Information will be sent to you relating to the results arrangements nearer the time.

13. Finally

- We will make every effort to ensure exams run smoothly so you can concentrate on what you have to do.
- Know your exam timetable
- We wish you good luck and look forward to seeing you