



## ATTENDANCE AT EXAMINATIONS:

Candidates are responsible for checking **their own** timetable and arriving at school on the correct day and at the correct time, **wearing full school uniform**. All pupils should carry their SmartCard to identify themselves in the exam room if necessary.

If your timetable states that your exam is being held in the PSH (Sports Hall), then the following will apply:

- arrive at the PSH at least 30 minutes before the timetabled start of your exam;
- ensure you take with you your clear pencil case containing all the equipment required to complete the exam;
- line-up on the tennis courts outside of the Gym and wait for the registers to be called.

If your timetable states that your exam is being held in a smaller venue i.e. a classroom, then the following will apply:

- arrive at the stated venue at least 20 minutes before the timetabled start of your exam;
- line-up quietly outside of the venue and wait for the invigilator's instructions;
- registers are generally called outside of the venue and you should leave your bag and any outer wear (i.e. scarves, hats etc.) where instructed by the invigilator;
- ensure you take with you your clear pencil case containing all the equipment required to complete the exam.

Should you experience problems on your journey to any of your exams (i.e. stuck in traffic, bus broken down), please contact Reception (01249 650693) and the Receptionist will pass the message to the Exams Office.



Should you feel unwell on the day of your exam, a parent/carer must ring the Exams Officer (via the Reception 01249 650693) to advise her accordingly. You should also speak to either your Learning Manager or Pastoral Manager before you enter the exam venue.

### You must arrive on time.

If you do arrive later than 1 hour past the starting time:

- you will be allowed to sit the exam only at the discretion of the Exams Officer;
- a full written report will be sent to the awarding body;
- you will be advised that the awarding body may not accept your work.

### BEHAVIOUR DURING THE EXAM

It is very important to remember that you are under exam regulations from the time that you enter the exam venue until the time you leave the exam venue. You must be silent unless speaking to an invigilator and need to face the front so that you cannot distract, or be distracted by, other candidates.

**Possession of a mobile phone, smart watch, any item which has a data storage device, or unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

You **must not** talk to, attempt to communicate or disturb other candidates once you have entered the examination room.

If you wish to have a drink during your exam, please ensure you bring in **plain water in a clear (not coloured) bottle with all labels removed**. You will be asked to keep your water bottles on the floor under your desk during the exam to avoid any spillage over your exam paper. Any other drink, or bottles not complying with the regulations will be removed and you will be able to collect them at the end of the exam.

Only certain specified resources are allowed in an exam room. The following is an indication (not an exhaustive list) of what is, and what is not allowed:

Items permissible in an exam room	Items NOT permissible in an exam room
<p><b>pencil cases</b> – <i>they must be transparent on all sides</i></p> <p><b>water only</b> – <i>must be in a clear, plastic bottle with the label removed</i></p> <p><b>calculators</b> – <i>unless the question paper for the subject says otherwise</i></p> <p><b>highlighter pens</b> – <i>may only be used to highlight questions within the question paper question/answer booklet – they must not be used in answers</i></p> <p><b>watches</b> – <i>you <b>must</b> place your watch on your desk</i></p>	<p><b>bags</b></p> <p><b>outerwear</b>, <i>i.e. coats, jackets, hats, scarves, gloves etc.</i></p> <p><b>calculator cases, lids or instruction leaflets</b></p> <p><b>dictionaries</b> – <i>unless the question paper for the subject says otherwise</i></p> <p><b>mobile phones</b> – <i>must be switched off and handed to an invigilator</i></p> <p><b>lucky mascots</b></p> <p><b>rough paper</b> – <i>all paper must be handed in with the exam script</i></p> <p><b>food/sweets</b> – <i>unless for diabetics</i></p> <p><b>chewing gum, correcting pens, fluid or tape, erasable pens</b></p> <p><b>reading pens, blotting paper</b></p>

Pens must be **black** ink or ballpoint as many papers are now scanned for marking; other colour pens do not scan clearly and you may lose marks.

Please ensure that your calculator conforms to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions, leaving them outside of the exam room in your bag, and make sure batteries are new.

Please make sure that any alarms set on mobile phones are turned off before handing the phone to the invigilator.

Please do not write on examination desks. This is regarded as vandalism and you will be required to pay for any damage.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

**Do not complete any details on answer booklets until asked to do so by the invigilator.**

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.