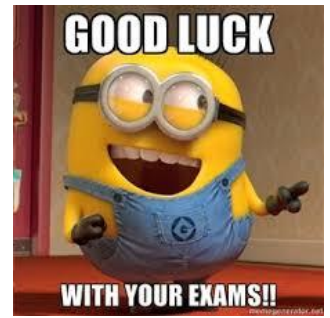


If you abide by the following rules & regulations the exam season will run smoothly and successfully - help us - to help you!



1



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



2

If you are running late for any reason you need to get in touch with the school office immediately.



3

Morning sessions begin at **9 am**

Afternoon sessions may begin at **1pm, 1:30 pm or 2pm**

Exam times will be on your individual exam timetable

You should try to **arrive at least 10** minutes in advance of the start time. **BUT** you must register first.

You will be called into the exam venue when we are ready and you will then find your seat. This will have been printed on your individual Timetable, **BUT** please also check the seating plan outside the main venue to double check as changes are sometimes made.

4

Possession of a Mobile phone or any electronic device that can connect to the internet or has a data storage device (an IWatch for example, iPod, MP3 player) is strictly forbidden and not allowed inside the exam hall **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.



[Type here]

5

At the door to the hall you will be asked for your mobile phone if you have one and also any smart watches should be handed in, 'normal' watches should be removed and placed on your desk.

Remember you are not allowed to bring any papers or books into the exam with you – for English literature exams if necessary the texts will be provided for you.

You will be asked to check your pockets for unauthorised items e.g. notes or a timetable



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

Calculators, if they are allowed –you must check for stored data in the memory before the exam (maths team can do this for you). **NO** lids allowed.

6

You are allowed to bring WATER only, in a clear plastic bottle – the label **must** be removed. Squash will be tipped out and replaced with water.



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

7

Your pencil case should be clear plastic and remember to use black pens. You must bring full equipment. Equipment will **NOT** be lent under any circumstances.

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.

[Type here]

8

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.



9

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 to anyone other than an invigilator once an exam has started. If you have a query / need extra answer booklets, tracing paper, a tissue, the toilet.... the invigilator will try to help you.

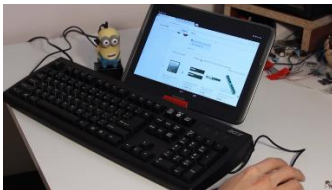
[Type here]

10

If you use a word processor in exams make sure you log on using your **exam password** and **use word pad**

- save immediately – date, name, exam information.
- Also put your candidate number, centre number, your name, exam name and codes at the top of the word pad document **and** on the examination paper (if using this as well) .
- Remember to use double line spacing and 12 pt font

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.



11

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.

Cross through work you do not want marked.

Sit 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

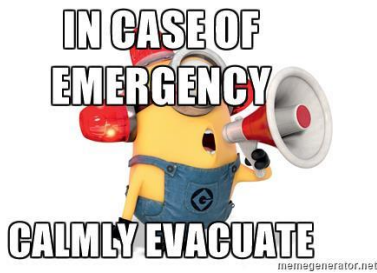
Do not remove anything from the exam room other than those items you brought in.

12

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 your usual designated register area on the field. 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.



13

FINALLY – If you have any questions about mocks or exams, speak to someone!

- Speak to your family
- Speak to your form tutor
- Speak to your Head of year
- Speak to pastoral support
- Speak to me! Mr Rogers or Mrs Hunt in the office

