

Examination Instructions for Students

- Make sure you **know exactly when and where your exams are**. All dates and times can be found on your individual Exam Timetable.
- **Be on time.** You should wait outside the exam room at the following times:
 - **Morning exams: 9.00am**
 - **Afternoon exams: 1.00pm**
- **Check your seat number** so you know where you are sitting. Seating plans will be on display outside the exam room.
- **Full school uniform** should be worn unless you are in the Sixth Form.
- Make sure there is **no writing on your hands (or other part of your body) before or during the exam**. This could be interpreted as cheating.
- Bring **only the equipment needed** for the exam
 - This should be in a **clear** pencil case or plastic bag
 - Basic items include: **BLACK** pens, pencils, eraser, ruler and sharpener
 - Ensure you bring in **ALL the correct equipment** for each exam e.g. a calculator for Maths. **Do not assume we will provide missing items.**
- **Do not use Tippex, erasable pens, highlighters or gel pens in your answers.**
- **Drinks bottles** must be made of **clear plastic with the label removed**.
- **Mobile phones must be switched off (not on silent) and handed in to the invigilators.**
- **Watches are not allowed** and must be handed in.
- You **MUST be silent in the exam room**. You must not talk until you leave the exam room.
- You are **not allowed to leave the exam room early** even if you have finished your exam.
- If you need to speak to the invigilator for any reason, **put your hand up do not call out**.

Students who do not respect the rules will be removed from the exam room and taken to the Headteacher. They will be reported to the Exam Board and may be disqualified from one or more of their exam papers.

LATE ARRIVAL

Should you arrive late it is up to the Exams Officer to decide whether you will be able to sit the exam. This will depend on how late you are and the reason for the delay. The Exam Boards will have to be notified of any lateness into exams and in most cases the paper is not accepted when you arrive more than 1 hour late.

MISSING AN EXAM

If you miss an exam you will NOT be able to do it again this year.

PROCEDURE FOR ILLNESS

If you are feeling unwell, but still able to travel, it is best to take the exam if you can. You should, however, let a member of the Exam Staff know that you are not feeling well.

If you are ill and cannot take the exam, you MUST telephone the school immediately and speak personally to someone. You MUST also obtain a note from your doctor detailing the reason for non-attendance. Depending on the circumstance we may be able to apply to the Exam Board for special consideration.

If in doubt call the school as early as possible and ask to speak to the Exams Officer or your Year Leader.

ACCESS ARRANGEMENTS

These arrangements are put in place prior to exams and will have been used in the classroom as the standard procedure for these students. This will also include students who regularly use a wordprocessor in their lessons. Students who are entitled to access arrangements will normally take their exams in the Library, however, from time to time other rooms are also used.

SPECIAL CONSIDERATION

When there have been special circumstances causing the candidate to not produce their best work during their exam, these can be reported to the Exam Board and they may make a small concession. Examples which may qualify are illness at the time of the exam, death or terminal illness in the family. If you are aware of any special circumstances, please pass this information to the Exams Officer or your Year Leader.

WHAT TO DO IF THE FIRE ALARM SOUNDS DURING AN EXAM

These instructions must be followed in **complete silence**.

- Do not panic. Stop writing; do not attempt to finish the sentence you are writing.
- When asked, leave the room in silence. Leave all equipment in the exam room, including the examination papers.
- As you leave the room DO NOT communicate with anybody.
- You must follow the invigilator/staff member in front. Line up as you were sitting in the exam.
- When you return to the exam room, do not start writing until the invigilator tells you to. The time lost will be added on at the end of the exam.
- The Exam Board will be notified of the disruption to the exam.

Listen carefully to instructions and do not panic.