

IMPORTANT INFORMATION FOR YOUR EXAMINATIONS

EXAM TIMETABLE



You are required to attend **all examinations** that you have been entered for. You will receive an individual timetable on Arbor to confirm:

- the exams you will be taking,
- the location and the starting time of each exam.

You, alone, are responsible for checking your timetable. Misreading the timetable will not be accepted as a satisfactory explanation for missing your exam.

Seating plans will be displayed on the exam noticeboard before each exam.

ILLNESS & LATENESS



Be on time for all your exams. If you are late your work may not be accepted or in some circumstances you may not be able to take the exam.

If you are feeling unwell, but are still able to travel, come to school and we can assess the situation then. In most cases it is better to take the exam if you can.

If you are ill on the day of an exam you **must** telephone the school on 01832 272881 before 08:30am. For the actual exams in the summer, the school may be able to apply to the exam board for special consideration, however, no such request will be made without supporting evidence giving full reasons for the absence. You may be required to fill in a self certification form. This must be forwarded to the Exams Office within three days of your examination.

EQUIPMENT



You must provide your own equipment and it must be brought into the exam room in a **CLEAR, SEE-THROUGH** pencil case or bag.

For **every** exam you will need:

- 2 pens – **black ink only**; HB pencils; ruler; pencil sharpener; highlighter, eraser

For specific exams, of which you will be advised, you will need:

- Compasses; protractor; calculator; coloured pencils; dictionaries

You are **NOT** allowed to use:

- Correcting fluid (Tipp-Ex), gel pens, your own paper, **blue ink**

See-through pencil cases with basic equipment are available to purchase from the Finance Office.

EXAM ROOM CONDUCT



IMPORTANT!

- You must be **SILENT AT ALL TIMES** in the exam room - including when entering.
- Once the examination has started do not attempt to communicate with or disturb other candidates.
- If you need assistance during the exam you must put your hand up and wait for the invigilator to attend to you.
- At the end of the exam **ABSOLUTE SILENCE must be maintained until all the question papers have been collected and you are outside of the exam room.**

ITEMS NOT ALLOWED



Bags must be left in the dedicated bag room or your locker. Items not allowed in the exam room include:

- **Mobile phones, all types of watches**, iPods, MP3/4 players, pagers or any other potential technological/web enabled sources of information, including smart glasses.
- **Calculator cases/instruction leaflets** and any type of notes or your own paper are not allowed in the examination room.

All of these items should be left in your bags and not brought into the exam room.

Food and Drink

- No food is allowed in the exam room.
- Water is permitted, no other drinks. **Water must be in a clear bottle with no labels.**

Possession of any unauthorised materials or equipment, once the exam has started, is a serious offence which could result in zero marks for your exam, or overall disqualification.



- Attend ALL your exams. Check your timetable – it has the dates and times of all your exams
- Contact the school immediately if you are ill or are late for an examination
- Arrive at the exam venue **at least 10 minutes** prior to the timetabled starting time of the exam
- Make sure you have all necessary equipment with you.
- Do not talk, try to communicate with or disturb other candidates.
- Be silent at all times while you are in the exam room.
- Listen carefully to the invigilator and follow all their instructions.
- **Revise thoroughly!**