



GENERAL INFORMATION

- You must be in full school uniform and properly dressed.
- You must also be clean shaven unless you have been given special dispensation by the Head of Year.
- You will be provided with a personalised timetable on Pupil Portal. Please check it carefully and notify any errors to Mrs Ainsworth **as quickly as possible**.
- You may find it useful to highlight morning and afternoon exams in different colours.
- Organise how you are going to get home if you have an exam which finishes after 3:35 pm.
- Invigilators are there to help – if you need extra paper/need clarification/feel unwell put up your hand.
- All students sit their exams in the Main Hall, Gym, or designated classrooms.
- Boys with extra time are normally in a separate room.
- Whatever the venue, public exam rules apply to everybody in the room.
- These rules are set by the Joint Council for Qualification (JCQ), who administer external examinations, and are displayed outside of the exam venues throughout the whole of the external exam sessions.
- The JCQ Information for Candidates poster and a copy of the JCQ rules are also published on the website under Parents - Exams. **Please read them all carefully.**

VENUES

- The venues for each day's exams are displayed on the screen in the foyer. Please check this carefully.
- The details often involve the use of candidate numbers so **you must know your own number.**

PUNCTUALITY

- **MORNING EXAMS** - Candidates must be outside the correct venue **before 8.45 am**.
- All morning exams **start by 09:00**.
- **AFTERNOON EXAMS** - Candidates must be outside the correct venue **before 1:15 pm**.
- All afternoon exams **start by 13:30** (unless you have been told otherwise).
- When staff arrive to call candidates into the exam room everybody **must** be silent. Disobeying this instruction can cause delays and mistakes.
- Candidates are reminded that disobeying the instructions of invigilators can result in sanctions being applied.

LATENESS

- **It is vital you are fully familiar with the dates and times of your exams.**
- Arriving late for an exam is discourteous to the exam invigilators and causes problems at the start of the exam which is disruptive to the other candidates taking the exam.
- If you know you are going to be late for any reason eg the bus is delayed, you should telephone the School Office immediately on 01296 484545.
- **Ensure all relevant contact numbers or details we have for you are up to date.**

If you arrive after 9:30 am or 2 pm the exam boards may decide not to accept your paper.



TIMING OF EXAMS

- Exams normally start at 9.00 am in the morning and 1.30 pm in the afternoon.
- It is not possible to start any afternoon exams before 1.00 pm and, as exams do vary in length, you may not be able to return home on the school bus because your exam has not ended until after 3.35 pm. If your exam ends at 3:30 it can take 10mins or more to collect papers etc. so be aware you may not be in time for buses.
- This is particularly relevant to students who have extra time in exams. You will need to make your own arrangements to get home if an exam ends after 3.35pm.

Under no circumstances will candidates be allowed to leave an exam before it is scheduled to end.

SEATING ARRANGEMENTS

- Candidates for external exams are usually seated in candidate number order.
- Your exam number can be found on your timetable or on the list in the main office. Please memorise this as you will keep this number until you leave the school.
- If you joined the school in Y12 you will be given a new number for exams in this school.
- Once inside the room you are subject to Examination Regulations.
- Each desk will have a card with the name and number of the candidate. **These will be in numerical, not alphabetical order. YOU MUST FIND YOUR SEAT IN SILENCE**

EQUIPMENT AND PROHIBITED ITEMS

- Candidates are responsible for bringing all the equipment they need to each exam. This includes calculators, batteries and ink cartridges. Check with staff if unsure.
- Use a **transparent** pencil case/plastic bag.
- **Candidates cannot share equipment during an exam.**
- Items such as keys, glasses cases, calculator cases etc must be handed to an invigilator for the duration of the exam.

Candidates may only take necessary equipment into the exam room.

You will need to have:

- **BLACK INK** pens (at least 2).
- Pencils (sharpened).
- Sharpener.
- Eraser.
- Ruler.
- Maths equipment – protractor, compass etc. (Check with your teacher what you need).
- Calculator – **IMPORTANT** check batteries are working and have a spare set. **No lids please.**

You must not use correction pens, correction fluid, gel pens or highlighter pens on your answer sheets

- ❖ Please do not doodle on the exam paper/answer booklet. Examiners can and do disallow defaced papers.

YOU MAY ONLY WRITE IN BLACK INK ON YOUR EXAM PAPERS

- For question papers where the use of calculators is allowed you are responsible for making sure your calculator meets the regulations:

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered ○ free of lids, cases and covers which have printed instructions or formulas 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them – this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

- **Please remember to clear anything stored in the memory**
- Where a calculator is permitted for part of an exam, it is normally acceptable to place calculators on the floor under the desk in sight of the invigilator(s) for the non-calculator portion of the exam.

BANNED ITEMS

- The following potential technological/web enabled sources of information such as:
 - iPods
 - iWatches
 - mobile phones
 - MP3/4 players or similar device;
 - Smartwatches: and
 - Wrist watches which have a data storage device
are **not permitted** in the exam room.
- These should ideally be left at home or in lockers.
- You will be asked at the beginning of the exam if you still have these on your person. You **must** hand them in if this is the case. **They will be placed in a numbered zipped pouch and you will be given the corresponding numbered card which you will have to hand in to reclaim your phone etc.**

Anybody taking a mobile phone, ipod or MP3/4 player, iwatch etc into an exam room – even if switched off – and not handing it to an invigilator, is likely to be disqualified – Candidates can be disqualified from future exams if the exam boards think the offence is serious enough.



FOOD/DRINK

- You may bring a drink – **STILL WATER ONLY** – into the examination room but it should be in a **small** clear plastic bottle (max. 75cl) **with the label removed** and have a **sports top**.
NO screw tops
- No food substances/sweets/chewing gum are permitted in the exam room (Students who have a medical need i.e. diabetes should talk to Mrs Ainsworth before exams begin).

SUMMARY

DO NOT:

- be late.
- bring your mobile phone, iwatch, ipod, mp3/4 player etc into the exam hall.
- use tippex, corrector pens, gel pens, or highlighter pens on your answer sheet.
(if you have to answer questions in spaces on the combined question paper/answer booklet, do not use highlighter pens on the answer part of the paper.)
- ask to borrow equipment from the school or other candidates.
- bring any food/sweets/chewing gum into the exam hall (unless by prior arrangement with Mrs Ainsworth).
- bring coke, orange squash etc into the exam hall - only **still water** in a sports top bottle is permitted.
- doodle on your exam question paper **or** candidate name card.

CONDUCT DURING THE EXAM

- Exam Regulations are in force as soon as you enter the room and until you leave the venue.
- You must enter the room and find your seat **in silence and sit facing the front**.
- Attracting the attention of others is classed as cheating by the exam boards.
- Make sure you hand in any unauthorised equipment.
- Check that the paper you are given is the paper you are expecting. If you are unsure check with the invigilators by putting up your hand.
- Read all the instructions carefully.
- Complete your details on your answer sheet when and as instructed.
- Your name should be in **CAPITAL** letters and be your **full, given name**, as on your Birth Certificate.
- At the end of the exam any extra sheets should be attached to/enclosed in your paper according to the instructions given by the invigilators. **You must check you have completed all the relevant details.**
- When instructed leave the room **in silence** and move away quickly from the area as there may be others in the exam room still doing exams.
- Remember that the invigilators should be treated with respect and their instructions should be followed without fail.



EXAM CLASHES

- Two exams – same subject – **do not** constitute a clash. These will take place consecutively.
- When you have two or more exams (different subjects) that are timetabled at the same time on the same date this is called an '**exam clash**'. You will be notified in advance of the order in which you are sitting your subjects.
- If you have 3 hours or less of exams in one session, your exams will be consecutive with a short break (10-15 mins) between them. **You will remain in the exam venue and exam conditions should still be followed during this time.**
- Clash candidates with two or more exams timetabled at the same time, totalling **more than 3** hours, will normally have one or more of the exams transferred to a different session.
- These candidates will need to be kept isolated, between exams, from other students taking these exams, so the security of the exams is maintained and information cannot be passed between students on the content of the exam papers.
- All students are considered to be under examination conditions while they take their supervised break or lunch.

There will be a designated room for every supervised break or lunch. You will be collected from your exam venue and taken to a room where you CAN:

- Read.
- Revise.
- Talk to other students in the designated room (quietly).
- Eat or drink.
- Move around the supervised area.
- Visit the toilet (supervised).

During a supervised break or lunch, students MAY NOT:

- Leave the designated room or area (except to visit the toilet under supervision).
- Use or have in their possession a mobile phone, ipod or MP3/4, iwatch or watch with data storage
- Go to their locker.
- Go to the school canteen (you must bring a packed lunch and drink with you).
- Talk to anybody outside the designated supervision area.
- Talk to any other students, apart from those sharing the supervised break or lunch, on the way to or before they enter their next exam venue.

At the end of the supervised break/lunch:

- You will be taken to your next exam venue and you will have to wait inside the hall with the invigilators.
- You will not line up with the other candidates outside the hall as you **must not** speak with any students before you take your exam.
- If you have three or more lengthy exams on the same day totalling **more than 6** hours at GCE / 5.5 hours at GCSE (including any extra time) you may need to have a supervised overnight break.
- This rarely happens, but if it is necessary then your parents/guardians will have been contacted in advance and asked if they will ensure that for that night only they will guarantee in writing that you will not contact any person who may have seen the exam paper, use the telephone (mobile or landline), internet or go outside your home unescorted.
- You will have to be collected from school by your parents/guardians and they will have to bring you into school the next morning and 'hand you over' to Mrs Ainsworth.

EXAM RESULTS

Summer exams

- You will be told the date and time that you can collect your exam results.
- If in advance you know you will not be able to collect your envelope in person on results day, you may authorise someone else to collect it for you, but this authorisation must be in writing (even if the person collecting your results is your parent/guardian) and it will be attached to your results envelope.
- Give the letter to Mrs Ainsworth and ensure you have signed it.
- If you are unable to attend on results day to collect your results, you must write a letter giving your nominated person permission to collect your results. Remember to include your candidate number.
- If you want your results posted, please put a **1st class stamp on an A5 envelope** that is addressed to where you want your results sent and hand it in to the school office. **Write your candidate number in the bottom left hand corner of the envelope.**
- Unstamped envelopes and uncollected envelopes will be taken to the school Reception desk and can be collected from there.
- **Without a signed letter from you, we are not allowed to release results to any third party (this includes your parents/guardians or relatives)**

WE DO NOT GIVE OUT RESULTS OF EXAMS OVER THE TELEPHONE OR BY EMAIL

- If, following your results, you need advice about your future then you should contact school as a matter of urgency.
- Decisions about the possibility of requesting a review of marking must be made **before 20th September** and you will need to discuss the position with relevant staff.
- **Requests for Priority Remarks (for Year 13 students requiring grades for university entry) must be made by Thursday 22nd. August.**

Examination Boards will not accept requests after this date

DATES

- **GCE Results** Thursday 15 August 2019
- **GCSE Results** Thursday 22 August 2019

CERTIFICATES

- These normally arrive in school towards the end of October and will be distributed to students still in school by their form tutor.
- Y13's (and Y11's who are leaving the school) can have their certificates posted, by Recorded Delivery, if they complete the envelope supplied by Mrs Ainsworth and pay £3 to cover the postage.
- **You will need your certificates for university or employment.**
- Certificates will only be held in school for 12 months after which time, on the instructions of the examining boards, they may be destroyed.