

### **Information for Students taking Written Examinations**

This document has been written to help you in your exams. Read it carefully and follow the instructions. If there is anything you do not understand do not hesitate to ask your teacher or speak to the Exams Officer; Miss Creamer.

#### **Exam Regulations: Make sure you understand the rules**

1. Be on time for your exams. If you are late, your work might not be accepted.  
AM EXAMS BEGIN AT 9.00AM  
PM EXAMS BEGIN AT 1.30PM
2. Unless advised otherwise, please arrive at the dining room at least 30 minutes before the exam start time.
3. Do not become involved in any unfair or dishonest practice during the exam.
4. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
5. You **must not** take into the exam room:
  - Notes;
  - A calculator case/instruction leaflet;
  - A mobile phone, ipod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities.

Any pencil case taken into the exam room must be see-through.

**Remember:** possession of 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.

6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9. Do not borrow anything from another candidate during the exam.
10. You must wear school uniform to your exams unless you have been advised otherwise.
11. You must not bring any food or drinks into the exam room.

#### **Information: Make sure you attend your exams and bring what you need**

1. Know the dates and times of all your exams.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

**Calculators, Dictionaries and Computer Spell Checkers**

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator
  - Make sure it works properly- check that the batteries;
  - Clear anything stored in it;
  - Remove any parts such as cases, lids or covers which have printed instructions or formulas;
  - Do not bring into the exam room any operating instructions or prepared programs.
3. Do not use a dictionary or computer spell check unless you are told otherwise.

**Instructions during the Exam**

1. Always listen to the Invigilator. Follow their instructions at all times.
2. Tell the Invigilator at once:
  - If you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - If the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross through and hand it in with your answers. Make sure you add your candidate details to any additional sheets that you use.
7. You **MUST** use your **LEGAL NAMES** when completing the front of the exam booklet.

**Advice and Assistance**

1. If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell your Head of Year or teacher.
2. Put up your hand during the exam if;
  - You have a problem and are in doubt about what you should do;
  - You do not feel well;
  - You need more paper.
3. You must not ask for, and will not be given, any explanation of the questions.
4. You must not write inappropriate, obscene or offensive material on any of your exam materials.

**At the end of the Exam**

1. If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Make sure you add your candidate details to any additional answer sheets that you use.
2. Do not leave the exam room until told to do so by the Invigilator.
3. Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

### **Emergencies: What to do on the day**

On the day of the examination, if there is an emergency, please telephone **01902 556868** and explain your situation to the receptionist who will then advise or put you through to the Exams Officer.

If you are ill on the day of your exam, notify the school immediately and you will be advised about obtaining a medical certificate from your doctor. Times and dates of exams are stated by the exam board so if it is a written exam you will not be able to sit it at any other time.

If you break a limb and so are unable to write, arrangements can be made in school for a scribe to write for you but a medical certificate will need to be obtained and a special consideration made to the exam board.

### **Statement of Entry**

Attached to this information sheet is your statement of entry for each examination you are due to sit. These statements must be checked carefully by you and your parent/carer. You should discuss any discrepancies on the statement with your subject teacher, Mrs Lilley or the Exams Officer.

### **Clashes**

There may be times when the exams that you have been entered for clash. If this happens, arrangements will be made for you to sit both exams but it may mean that you have to be accompanied between them to prevent contact with candidates that have already sat the exam. You will be given clear instructions telling you exactly what to do if this happens to you.

### **Results**

Your examination results will be in school on:

GCE results day: **Thursday 16<sup>th</sup> August 2018**

GCSE results day: **Thursday 23<sup>rd</sup> August 2018**

Further information regarding collection and location will be given to you closer to the time.

If somebody else is to collect your results they must have written permission from you.

If you wish for the results to be posted to you: please leave a stamped, self-addressed envelope with the Exams Officer before the end of term.

**GOOD LUCK WITH YOUR ONGOING REVISION AND  
GOOD LUCK IN ALL YOUR EXAMS!!**