



**KEEP CALM  
AND STUDY  
FOR EXAMS**

**Exam  
Information**

**2018 – 2019**

PLEASE read the information in this booklet carefully. It has been designed to help the examination season be as painless as possible for you.

As your Examinations Officer, I have to give a lot of “do this” and “don’t do that” types of instructions and this can seem rather negative, but it is vital that you all understand the serious nature of the rules governing your conduct during public examinations.



## Calendar of Events

|                    |  |
|--------------------|--|
| Feb/March 2019     | Individual timetables will be issued to all students.  |
| April 2019         | Individual timetables will be issued to all students, with exam rooms, start times and seat numbers. |
| May/June 2019      | Written examinations take place.   |
| Thursday 15 August | GCE results available to collect from school (from 9:30am – 12 noon).                                |
| Thursday 22 August | GCSE results available to collect from school (from 9:30am – 12 noon).                               |

## Examination Entries

All examination entries will be made and checked by your Subject Leaders. Once you have your timetable it is your responsibility to make sure any problems/queries are notified to me as soon as possible.

## Entry Fees

Entry fees are expensive. On average, the school spends approximately £250.00 for each pupil who sit their GCSEs in the summer. More if it’s A levels. Therefore, if you do not obey the examination requirements you will be sent a bill for the costs involved.

## Examination Dates

You have all been issued with your personal examination timetable. This is an important document which you must keep safe. The national start times for examinations are 9:00 and 13:30, but exams can start slightly earlier or later so please check your timetable carefully.

Seating plans are displayed in both the notice board opposite Student Services and also in the external notice board by the Sports Hall.

If you have any exam clashes or any other problems with your timetable please come and see me without delay.

## Before and during your examination

It is your responsibility to attend all of your examinations. If you miss an examination you must supply a medical note or you will be charged for it.

Make sure you know when and where to go, and arrive in good time. You should be in your exam room/Sports hall 15 minutes before the examination is scheduled to start. If you are late you may not be allowed in.

### **You must wear full school uniform for all of your examinations.**

You must bring all of the equipment you will need for each examination. A BLACK pen is essential and a spare pen would be good. Calculator cases are not permitted and all pencil cases should be clear.

A clear bottle of water, without a label, is permitted but no food is allowed in the examination room.

All watches MUST be removed from your wrists and if it is a smart watch they MUST be removed from your desk.

You may not borrow equipment from another student once you have entered the room.

Silence is required from the moment you ENTER the exam room until AFTER you have left the room. This means no talking or any other form of communication (poking, eye rolling, smiling, writing on hands, etc.). Remember, different examinations have different timings and you may be leaving the hall before someone else has finished their paper. Show some respect!

### **All coats, bags, books and other items must be left at the side or back of the examination room.**

Check the seating plans before you enter the hall and make sure you know where you are sitting.

Check the exam paper and make sure it is the paper you are expecting to sit. If not tell an invigilator.

### **You must follow the invigilators instructions at all times.**

**Mobile Phones:** We recommend that you do not bring your mobile phone into school during examinations, if you must please hand it in to Student Services in the morning or make sure that it is turned off and left in your bag. If you are found to have a mobile phone in your possession you will reported to the exam board and you may be disqualified from the exam even if it is switched off.

**If you miss your examination:** please let the school know why as soon as possible, otherwise you will not receive a grade for that particular subject.

**Reasons for missing an examination** which the boards will not accept include:

- Misreading the timetable – Do not turn up in the afternoon for a paper that was held that morning.
- Oversleeping
- Holidays
- Being at work
- Hospital/Doctor/Dentist appointment
- Funerals

### **What to do if you are ill**

Contact the school as soon as you can and obtain a NHS doctors certificate. This needs to be sent into school within 3 days of the examination so that an application for special consideration can be made on your behalf.

### **What to do if you feel ill during an examination**

Inform an invigilator as soon as possible. They will arrange for you to be escorted from the examination and taken for medical attention. Time missed because of illness may be added on at the end of the examination or an application for special consideration can be made.

### **What to do if the bus is late or your car breaks down**

You should let school know about the problem as soon as possible and endeavour to make every effort to get into school as soon as possible. The school may consider delaying the start time to take account of this.

### **If you are late**

Report to reception immediately and ask them to contact Mrs Clarke. You may be allowed into the examination up to 30 minutes after the start time, at the school's discretion. However, the exam boards can still choose not to mark your paper and withhold your grade.

### **If you finish the paper early**

Sit quietly, you will not be allowed to leave the examination early. Make use of the time by checking your answers.

Please note: Penalties for failure to observe the regulations are severe. Invigilators must record all breaches of the rules to the examination boards. The board may then withdraw a grade for one or all of your examinations and inform the other boards.

### **It is simply not worth the risk.**

I would like to wish all of you the very best of luck with your exams.

Mrs Clarke

**TRUST YOURSELF YOU  
KNOW MORE THAN  
YOU THINK YOU DO**