

EXAMINATION INSTRUCTIONS FOR STUDENTS

- Each candidate has a four-digit candidate number which you will find on your timetable. This is the number you will enter on examination papers. It will appear next to your name on seating labels and examination registers.
PLEASE LEARN IT.
- School uniform must be worn.
- Please ensure you allow enough time to get to school so if you are delayed for any reason e.g. traffic, you will still arrive in good time. You must arrive in school at least 20 minutes before the start of your exam.
- If you miss an exam you will not be able to do it again. If you are ill and cannot take the exam, you must telephone the school immediately and leave a message for the Examinations Officer. You must provide a medical certificate from your doctor.
- Make sure that you know exactly when your exams are, especially whether they are morning or afternoon. Seating plans will be on display on the canteen windows. All dates and times can be found on your timetable.
- To avoid confusion and congestion in the exam room please make sure that you know where you are sitting before you arrive in the room. You will have been issued with a timetable that states your seat number for each exam. It is essential that you sit in the correct seat in order that you receive the correct exam paper.
- Bags, coats and other personal belongings are not allowed into the exam room so please do not bring them to the exams.
- Mobile phones, i-Pods, MP3 players and similar equipment are not allowed in the exam room. Anyone caught with one of these items, whether it is turned off or not, risks being disqualified from the exam and possibly from all future exams.

- Wait quietly outside your exam room – there may already be lessons taking place. Once inside the room, Exam Board rules state that you must be silent and that no communication is allowed between students. If there is any communication between any students it will be assumed they you are cheating and will be treated accordingly. You must not talk until you leave the exam room. If you need to talk to a member of staff please raise your hand and they will attend to you.
- You are allowed to bring water into the exam room. Bottles must be clear and all labels removed. Any student that arrives at an exam with a drink other than water, a coloured bottle or with the label intact will have it confiscated. No other items of food and drink will be allowed.
- All items of equipment, pens, pencils, mathematical instruments, etc. Should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens must be black ink. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examinations regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Examination regulations are very strict regarding items that may be taken into examination room. If you break these rules you will be disqualified from the examination.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Listen carefully to instructions and notices read out by staff – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.

- Read all instructions carefully and number your answers clearly.
- If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- You are not allowed to leave the exam room early even if you have finished the exam.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If your timetable is amended due to multiple exams on the same day and it means you are taking a morning exam in the afternoon or vice versa you will not be allowed any contact with other students and may need to be isolated during lunch. Should this occur please ensure that you bring a packed lunch with you.
- If you have any queries regarding your exams you must contact the Examination Officer.

INVIGILATORS

- The school employs external invigilators to conduct examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Examinations Officer or members of the Senior Management Team.

INSTRUCTIONS FOR EMERGENCY EVACUATIONS

If the fire alarm goes off during an exam these instructions must be followed in complete silence.

1. Should the fire alarm go off, firstly do not panic.
2. You will be notified if you need to leave as it might be a false alarm
3. When you leave the room you must leave in silence
4. Exam students need to be kept separate from the rest of the school – please listen to the instructions that will be given to you by invigilators
5. When you return to the exam room, do not start writing until the invigilators tells you to do so

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

EQUIPMENT

Please make sure that you bring the correct equipment that you will need for each exam.

Items you may need are:

- Black pens
- Pencils
- Calculator
- Eraser
- Pencil sharpener
- Ruler
- Compass
- Protractor

It may be an idea to make a list of the equipment you will need for each exam in advance.

There will be some spare items of equipment available in the exam room but these are intended to be used as a replacement for faulty equipment.

RESULTS DAY

If you are not available to collect your results on the day you have the following choices:

- You can authorise somebody to collect your results for you. You must give a letter to the examinations officer before results day and the person that you authorise must bring a form of identity to the school when they collect your results.
- Results can be posted. You must inform the Examinations Officer of any change of address as all results will be sent to the address that is on the school data system.

Results will not be given over the telephone unless prior arrangements have been made with the Examinations Officer.

Enquiries About Results

If you wish to query any marks you receive for any of your exams you must first complete a consent form which will be available on Results Day. A list of fees will also be available.

If you would like to make enquiry about results (a re-mark), there are 3 possible outcomes:

- Your original mark will be confirmed as correct and there will be no change to your grade
- Your original mark may be raised and this may or may not result in a change of grade
- Your original mark may be lowered and this may or may not result in a change of grade

PLEASE BE AWARE THAT WHEN REQUESTING A RE-MARK OF ANY EXAM PAPER YOUR MARK COULD GO DOWN AS WELL AS UP OR EVEN STAY THE SAME.

If you request an Original Script you cannot then request a re-mark. You can request a re-mark if you request a photocopied script (AS/A2 units only).