

# **PUBLIC EXAMINATIONS**

## **GUIDANCE NOTES FOR CANDIDATES**

**Please read this carefully well before your exams. It contains a lot of information that is important, and that you will be expected to know by the time you actually have your first exam this summer.**

### **Procedures for Exam days**

**Make sure you know what days you have exams on and whether they are morning or afternoon exams!**

Usually, morning exams start at 9.00am and afternoon exams start at 1.00pm (but check your timetable for those odd exceptions).

Although your individual seating information appears on your timetable, you should arrive in school 15 minutes before the scheduled start time of your exam and check the exams timetable (on the wall, outside the Hall, next to the Finance Office or in the Year 11 area) in case any change has had to be made to the exam rooms used.

Be outside the room where you will be taking your exam 10 minutes before the starting time. Bring as little with you as you can. If it is at all possible to do without bringing a coat or bag, then do so. You will not have access to these during the exam.

In every room where you take an exam, there will be copies of a 'Warning to Candidates' and a 'Notice to Candidates' which you need to read and make sure you comply with all the requirements. You actually received both these documents via email at the beginning of the year.

The school employs external invigilators to conduct the exams. They are trained in all aspects of conducting exams and are there to ensure that all candidates are treated fairly. Invigilators must be respected by candidates at all times and their instructions must be followed immediately. They will distribute and collect papers, tell candidates when to start and finish the exam, hand out extra paper as necessary and deal with any problems that arise during the course of any examination.

If candidates fail to follow invigilators instructions this can be classified as malpractice and reported to the Awarding Body which may result in sanctions and penalties.

Equally, candidates who are in any way disruptive or behave in an unacceptable manner will be removed from the examination room and then face disqualification from one, some or all of their examinations as well as being liable for all their exam fees.

Once in the exam room you must make your way silently to your seat and await further instructions from the invigilator.

There may or may not be an exam paper on your desk when you sit down. The invigilator(s) usually try to open the sealed examination pack in full view of candidates and then distribute

the papers around the room. In some exams you will receive a combined question/answer booklet; in others you will get an exam question paper and a separate answer book. In either case you must look carefully at the front of the exam paper to make sure that you have the paper that you are expecting. In GCSE papers, check particularly that you have a paper at the tier (Foundation or Higher) that you are expecting. If there is a problem, raise your hand and wait for an invigilator to come to your assistance.

You will need to fill in various boxes on the front of your answer booklet. Make sure you know your 4 digit candidate number and the Centre Number (53635).

You will need to provide your own equipment for all your exams. This will consist of at least: two BLACK pens (**not** gel pens), HB pencils, pencil sharpener, eraser, ruler, mathematical equipment, drawing equipment and a working calculator when required. Your equipment must be visible at all times so it will need to be kept in either a see-through pencil case or a transparent plastic bag. If your calculator has a lid, this must be removed and placed under your desk.

You are not allowed to use correction fluid on exam papers. Highlighters may not be used either. (though they may be employed to highlight sections in the question paper).

You may bring a clear **BOTTLE** of **WATER** into the exam room, but all labels must be removed from the bottle. NO drinks other than water are permitted. Your bottle should be kept firmly sealed beneath your seat **ON THE FLOOR** other than when you occasionally take a drink.

You may bring in a pack of mints or other sweets, but these should be of a type that can be unwrapped quietly without disturbing others. Chocolate bars, biscuits and other food stuffs may not be taken into the exam room.

Unless you have a medical condition which is already known to the school, you should not ask to use the toilet during any exam. It is entirely possible that you will be refused permission to go and even if there is someone available to accompany you to the toilet, you will not be allowed any extra time for your exam.

Remember that even after you have been told to stop writing at the end of the exam, the exam regulations still apply and you may not communicate with anyone in any way until you have left the exam room.

Please bear in mind that there will often be other exams going on in the same room as yours. If your exam finishes before another you will need to leave the room particularly quietly and avoid any noise until you are well away from the exam room.

**MOBILE PHONES, IPODS, OTHER MP3/4 PLAYERS AND OTHER ELECTRONIC COMMUNICATION DEVICES ARE BANNED FROM ALL EXAMINATIONS. CANDIDATES FOUND IN POSSESSION OF ONE OF THESE DEVICES RISK DISQUALIFICATION FROM THE SUBJECT.**

Ideally, DON'T bring your phone into school! If you must have it on exam days then ensure it is **switched off** and handed in to the invigilators. If your phone is left switched on and goes off in a bag that is at the front of the room during an exam you can face the same severe penalties as if you have a phone in your possession.

If you fall ill or suffer an accident during the exam period you need to make sure that the school knows about your circumstances. Please telephone the school to report an absence and the exam(s) concerned. If your condition is such that you cannot attend an exam then the school will need a written note stating that you were unfit to attend on a specific date or dates. This note needs to be brought to the Exams Office as soon as possible after the missed exam(s). This note will provide the evidence that we can send to the Awarding Body when we apply for 'Special Consideration' of your circumstances.

You must be punctual for all your exams. If you arrive late for an exam you may not be allowed to sit it, though we will always try to make it possible for you to do so (within the regulations of the Awarding Bodies).

Students in Years 11 – 13 will have ID badges which **MUST** be brought to every examination and **MUST** be visible to the invigilators at all times.

We extend our Best Wishes to all students sitting examinations this summer and trust that you will all achieve your full potential.