

EXAMINATION INFORMATION FOR 2024

1. Check your individual timetable and note the exact time of each examination you are taking. Note most start at 9.15 am / 1.30 pm. However, look carefully at your timetable as due to the length of time of some exams in the afternoon there are some with a 1.00 pm or 1.15 pm start.
2. On the day of each examination check the **exam board** outside Mrs Kemp's office just in case there are any changes.
3. Ensure you have all appropriate **equipment** (2 black pens, pencil, ruler, highlighter and rubber for all exams, and specialist equipment for exams such as Maths and Science). Calculators need to have anything stored on them cleared before the exam and the case for the calculator needs to go face down on the floor under the desk. Pencil cases must be **clear**.
4. Students are to assemble **quietly outside the sports hall or the IT room you are in – these vary depending on the exam so check your timetable carefully**. Please ensure that you are lined up at least ten minutes before the start time of your examination.
5. Examination regulations start from the moment you enter the examination room until the time you leave it. Any misbehaviour once the student has entered the exam room is classed as malpractice and will be reported by the invigilators to the Examinations Officer. **Please ensure that you read the notice carefully to candidates this is displayed outside each examination room. You must not open the exam paper until told to do so.**
6. If you are ill during the examination period, try to get into school if at all possible. If you are unable to attend or have any issues arriving on time you need to contact reception and ask to speak to either Miss Allen or Mrs Kemp. During this period, you need to avoid any routine hospital and GP appointments and also booking any driving tests to ensure that you are able to complete the full set of exams. If there are any issues in relation to this that you are aware of then please let Miss Allen or Mrs Kemp know as a matter of urgency.
7. It is crucial that you **do not take a watch, mobile phone, ipod, MP3 player or any other item with text/digital facilities into the exam room**. If you are found with any of the above, this is considered by examination boards to be malpractice and it could lead to disqualification from that examination and all other examinations.
8. **Clear water bottles** may be taken into the examination room. All labels must be removed
9. **Ear plugs** may be worn but you must alert the invigilators that you are wearing them and not put them in until the exam begins.
10. Time warnings are no longer given during the examinations. Finish times will be written on the boards in each room.
11. **Long hair** needs to be tied back and away from the face.
12. **Blazers are not allowed in the exam rooms. ALL pockets need to be empty.**
13. Outside each exam room there will be a box for you to place library books in after you have completed the final examination in that subject. Please ensure that all of these are returned to school during this period as soon as you have finished with them.
14. Special consideration can be applied for by the school for the exams. If there are issues that we need to be aware of that is affecting your ability to perform in these exams, then you need to let Mrs Kemp know.