



2018 EXAM SEASON
WHAT TO EXPECT, RULES AND REGULATIONS

ARRIVAL

Check your timetable for the times of your exams on each day

Be prepared: have all your equipment ready

Check your pockets – they must be **EMPTY**

Place your bag & coat in your locker

Bags are not allowed into the exam hall

Do not leave any items in the technology block

Morning - Register in your form room as normal

Make your way promptly through the technology double doors to the exam room entrance

Lining Up outside the exam room:

**YOU ARE UNDER EXAM CONDITIONS, PLEASE FOLLOW THE INSTRUCTIONS
OF THE INVIGILATOR WAITING**

YOU MUST REMAIN SILENT

UNIFORM

You must wear the correct school uniform, there will be no exceptions.

- No trainers – clean shoes only
- No Jeans
- No hoodies

Jewellery, Make Up and Nails.

- The only jewellery permitted is a pair of small ear studs (girls only) and a wrist watch, your watch must be removed and placed on your desk
- Finger Nails must be clear, transparent with no white tips and no longer than the end of your fingertip.
- Make-up must remain natural – you will be asked to remove excessive make up before you enter the Exam Hall
- Long hair must be tied back securely – think about the person behind you when swishing your hair
- **IF YOU CHOOSE TO IGNORE THESE RULES AND ARE REQUIRED TO MAKE CHANGES IN YOUR APPEARANCE - YOU WILL NOT BE GIVEN EXTRA TIME IF THE EXAM HAS ALREADY BEGUN.**

SEATING

You will be given a personal seating plan but you will not always be in the same seat, so make sure you are sat in the correct place

You will find your ID label on the desk, you will need to enter the room and find your seat quietly.

Seating Plans are posted for that days exams, in the English Corridor on the Year 11 Exams Board, outside the Digital Studio and Main Hall

Switch off your Mobile Phone and place it in one of the secure boxes provided at the entrance of the exam Hall

EQUIPMENT

- Black pens (at least 2)
- Red pens (at least 2)
- HB pencils (at least 2)
 - Protractor
 - Compass
 - Rubber
 - Ruler
- Calculator (no lid and all saved formula's deleted)
- If using a pencil case it must be a clear (If invigilators cannot see the contents inside the pencil case, it will be removed)
- Water bottle - clear no labels, writing or patterns

EXAM ROOM

You are to be silent as soon as you enter the exam room until you leave the room at the end of the exam.

Exam papers will be on your desk when you sit down, but they must not be touched until you are advised to by the Invigilator.

Your pockets must be empty – there is no exceptions to this, it is not School's place to decide if you are cheating, if items are found in your pockets they will be declared to the Exam board, and it is the Exam board who determines whether the item found is a breach of the rules.

- Tissues will be provided, if you put up your hand.
- If you require medication, you must speak with the invigilator on the exam room door before you enter.
- An Invigilator will be at the exam room door at every exam with a clear plastic container, **EMPTY YOUR POCKETS! OH I FORGOT IT WAS THERE IS NOT AN EXCUSE!!**

BANNED EQUIPMENT

No mobile phones, smart-watches, i-Watches, i-pods, MP3/4 or any electronic item that has digital storage.

IF YOU ARE FOUND IN POSSESSION OF ANY BANNED ITEM, YOU WILL BE DISQUALIFIED FROM THE EXAM WITH THE POSSIBILITY OF BEING DISQUALIFIED FROM OTHER SUBJECTS.

EXAM BOARDS TALK!

DURING THE EXAM

No talking or communicating (including hand gestures, turning round, shrugging your shoulders, pulling faces etc) in any way with anyone.

If you need anything during the exam you put your hand up and wait for the invigilator. You speak quietly to the invigilator ONLY.

When you have finished your exam paper, thoroughly check it and check it again. You remain silent, **DO NOT ASK IF YOU CAN LEAVE.**

You remain under exam conditions until you leave the exam room.

Do not tap on the table, click pens or anything that could put others off, these are all considered Malpractice.

Do not doodle on your exam papers, you may lose marks.

You are not the only one in the room be considerate to others!

DURING EXAM CONTINUED

Exam conditions are there to make things equal for everyone. If you break the rules they will be noted down on an incident form and we are obliged to advise the relevant exam board of this. We will also advise your parent's that you have chosen to break the rules and the possible consequences of your actions.

EXAM BOARDS TALK!!

If one Exam board decides that you should be disqualified from that Exam, depending on the severity of the rule break, you may be disqualified from all of your exams.

PENALTIES FROM EXAM BOARDS

Loss of marks on the paper at the time of malpractice

Disqualification from exam subject

Disqualification from all exams set by an exam board for up to 2 years

This includes exams set in college or 6th form set by that exam board

TOILET BREAKS

Due to length of your exams, you shouldn't need to go during it. If you desperately need to, put your hand up and the invigilator will come to you and then arrange for an accompanied toilet break. (no extra time will be allowed). If it is noticed that you ask to go in every exam, invigilators will note this down and it may be investigated.

GO BEFORE YOUR EXAM YOU HAVE TIME!

END OF THE EXAM

NO WARNINGS OR REMINDERS WILL BE GIVEN THAT THE EXAM IS ABOUT TO FINISH.

You must stop writing when asked, even if you are part way through something.

YOU REMAIN SEATED: Until you are given permission to leave. You remain silent, as there maybe more than one exam going on in the room that has a later finish time.

You stay silent until you are away from the exam room.

ANYTHING ELSE

If you have any concerns during the exam, you must advise the invigilator at the time or at the end of the exam and not later. All concerns will be noted

Medical Appointments – they are not an excuse to miss an Exam!

My Alarm didn't go off – IS ABSOLUTELY NOT AN EXCUSE!

If your bus is late – You must call the Main office as soon as possible

If you are very ill – call school as soon as possible (direct Line number will be on your seating plans). It is better that you come in and make your best attempt at the paper than to be absent

If you are expected in an Exam and are absent without contacting school – Your parents will be contacted: so be prepared for staff to be fetching you out of bed!

**WE DO NOT SET THE EXAM REGULATIONS, THEREFORE
WE HAVE TO ABIDE BY THEM LIKE YOU!**

QUESTIONS?

Exams Team

**If you have questions please come and
see either**

Mrs Baggott – Exams Officer

Mrs Smith – Assistant Exams Officer

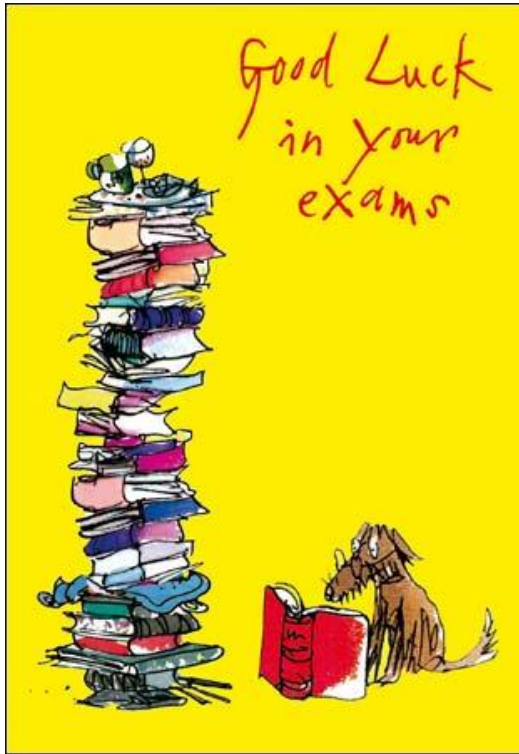
REMEMBER

Planning is key to success.

Try not to get stressed, if you plan it will be less daunting.

See your goal
Understand the obstacles
Create a positive mental picture
Clear your mind of self doubt
Embrace the challenge
Stay on track
Show the world you can do it

FINALLY



NOTHING IS
IMPOSSIBLE

the word

ITSELF SAYS

I'M POSSIBLE

-AUDREY HEPBURN