



## EXAMINATION INFORMATION

You should arrive at school 15 minutes prior to an examination **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey. If you are late for your examination you will be asked to fill in a form which will be submitted to the relevant examining body.

When taking examinations, bags and coats should be left in the separate room provided.

**Mobile Telephones—Students must not have mobile telephones in their possession. It is not acceptable to have your telephone with you even if it is switched off.** You should either leave your mobile telephone at home or leave it in your bag in the bag cupboard. School cannot be responsible for your telephone and staff will not accept them from you in the examination hall. We cannot stress strongly enough that if you are found with a mobile telephone in your possession regardless of whether it is switched on or off we will be obliged to report this to the examination board and it is very likely that your examination paper will be cancelled and you will not receive a grade for your work.

You should not have notes, pagers, MP3 players etc in your possession. If anything of this nature is found in your possession we are obliged to report this to the examination board and it is very likely that your examination paper will be cancelled and you will not receive a grade for your work.

You should ensure that you have the correct equipment with you for your examination. In the case of your mathematics examinations ensure that you have all the correct equipment with you and make sure that your calculator is working. You should not have your calculator cover on the desk. You must always write in **black pen**. You must not use gel pens as these will not scan well when they are being electronically marked. You must not use correcting fluid and you will only be allowed a clear pencil case on your desk.

**SILENCE**—Once you enter the examination hall there must be absolutely no communication between yourself and other students. Communication includes eye contact, giggling, hand signals etc. You should sit in your seat, in silence, facing the front of the examination hall. If you have any problems or questions you should raise your hand and wait for an invigilator to come to you.

You will be expected to wear your full school uniform when you attend to sit your examinations. If you arrive at school in incorrect attire you will be sent home to change. If you wish to remove your blazer this must be done before the examination commences and your blazer must be placed with your bag at the front of the room. You must not hang blazers, coats or jumpers on the back of your chair.

You will be allowed a water bottle on your desk throughout the examination but this must be a clear bottle. Any labels should be removed prior to the examination. You will not be allowed any food in the examination hall with you—this includes sweets and chewing gum. If you have any special medical requirements these should be discussed with the examinations officer, Mrs Griffin, in advance of the examination.

If you are ill on the day of the examination you should still attend for your examination. Speak to the examinations officer immediately you arrive. After the examination arrange an appointment with your doctor and obtain a letter stating the nature of your illness. This can then be submitted to the examination board in order that your illness can be taken into account when marking your paper. In the case of injuries/broken bones the examinations officers should be notified immediately in order that special arrangements can be made for you.

**ALL RULES AND REGULATIONS MUST BE ADHERED TO UNTIL YOU HAVE LEFT THE EXAMINATION ROOM AFTER THE FULL ALLOCATED TIME.**

**EXAMINATIONS OFFICER : MRS A. GRIFFIN**