

NOTES FOR ALL YEAR 11 EXAMINATION CANDIDATES

1. During the exam period (from Monday 5^h January to Friday 16th January inclusive), you will come to school as usual and attend lessons when you don't have exams. At the end of each exam you will be dismissed from the exam room to attend your lesson.
2. a) If you have an exam at 8.50am, you should go straight to your exam room rather than registering with your form tutor. You will be registered by the exam invigilators.
b) If you have no exam at 8.50am, you should go to registration as usual.
3. Written papers take place in the Sports Hall. Language listening exams will take place in the language class rooms. The Music exam will be in D101.
4. Please enter the Sports Hall through the playing field side doors.
5. Candidates are required to be outside the exam hall/room(s) **10 minutes before the start time** with their exam equipment already out of their bags.
6. Candidates are required to bring their writing materials in a transparent bag with their name in/on it.
7. Mobile phones and other electronic and smart devices must be turned off and will be collected by the invigilators at the start of each examination. Candidates are not allowed to wear watches or to bring any kind of clock into examinations.
8. Candidates should advise the School (01304 610200) as soon as possible if they are unable to attend for an examination, or are going to be delayed.
9. Any candidate too unwell to attend a mock examination should let staff at School know, and **attend at the earliest free session** to take missed examinations.
10. Candidates will not be allowed to leave the exam room until the exam session is completed.
11. Candidates **must not** bring Tippex, Liquid Paper, ink eradicators, food, and mascots into exams. These items may be confiscated. The only drink allowed is water which must be in a completely transparent bottle.
12. Candidates must bring their own calculators. Tracing paper is available if needed.
13. School uniform is to be worn for all exam sessions.
14. Any problems regarding the exams should be brought to Miss Wadsworth for immediate resolution.