

## NOTES FOR ALL EXAMINATION CANDIDATES

*(To be read in conjunction with the Examining Bodies' Regulations)*

1. Exams are scheduled to start at 9.00 am and 1.30 pm. Make sure that you have arranged how to get home after exams finishing later than 3.20 pm.
2. All written papers take place in the Sports Hall. Music exams take place in the music rooms. GCSE language listening exams take place in the language classrooms. The A Level French listening exam will take place in Room A107; the A Level German and Spanish listening exams will take place in the Sports Hall. If in doubt, see Miss Wadsworth or come to the Sports Hall.
3. Candidates are required to be outside the exam hall/room(s) 15 minutes before the start time.
4. Candidates are required to bring their writing materials in a transparent bag with their name in/on it. Calculator cases are not allowed in the exam hall.
5. 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.
6. If a candidate is too unwell to attend an examination and members of staff at School are unable to verify that illness personally, then it will be necessary to complete a Self Certification form. This has sections to be completed by any doctor, nurse or surgery receptionist who has been consulted as well as by the candidate and his parent/guardian and can be obtained from Miss Wadsworth.
7. Candidates will not be allowed to leave the exam room until the exam session is completed.
8. Candidates **must not** bring Tippex, ink eradicators, blotting paper and mascots into exams. These items may be confiscated.
9. If candidates need to bring water to an examination, it must be in a **transparent** container, with **no** label on it. No other food or drink is permitted except for what is necessary for medical conditions.
10. Candidates must bring their own calculators, but not the cases. Tracing paper is available if needed.
11. School uniform is to be worn for all exam sessions.
12. The examining bodies have said that all examination candidates must be available to sit examinations on 24<sup>th</sup> June in case examinations are rescheduled because of major disruption of some kind.
13. If the fire alarm should sound during an examination, candidates should remain in silence and follow the invigilators' instructions to evacuate the examination room by a safe route on to the Home Field.

Any problems regarding the exams should be brought to Miss Wadsworth for immediate resolution.