

GUIDE TO EXAMS - SUMMER 2019

Start Times

- Morning exams - Candidates should report to the APPROPRIATE EXAM ROOM by 8.20am. Candidates will be admitted to the Exam Room from 8.20am and the exams will begin as soon as everyone is seated. Anyone arriving after 8.20 am will be deemed to be late.
- Afternoon exams – Candidates should report to the APPROPRIATE EXAM ROOM by 1.20pm. Candidates will be admitted to the Exam Room from 1.20 pm and the exams will begin as soon as everyone is seated. Anyone arriving after 1.20pm will be deemed to be late.
- It is the responsibility of the candidate to attend the exam on the correct day and at the correct time.
- If you are running late then you **must** phone the Exams Office so that arrangements can be made to admit you to the exam and give you the full exam time. Candidates arriving more than one hour late may not be admitted to the exam.
- Please note that the Medical Centre is not available for exams.

Dress code- LOWER SCHOOL – School Uniform.

Dress code – UPPER SCHOOL – Smart Casual

Candidates who are dressed inappropriately **WILL NOT** be allowed to sit exams.

Hoods and hats may not be worn during exams

Food and Drink

- Candidates may bring non-fizzy drinks into the Exams Hall. These should be placed ON THE FLOOR when not being used. Drinks bottles should be of CLEAR PLASTIC with ALL LABELS REMOVED.

- Sweets may be taken into the Exams Hall but they should be contained in a CLEAR plastic bag. Crunchy sweets, ice lollies, chewing gum are not allowed.

Exams Equipment

- Bags may not be taken into the Exam Hall.
- Pencil cases must be of **clear** plastic so that the contents can be clearly seen by the invigilator
- Calculator lids that show formulas are not allowed and **must not** be brought into the exam hall.
- It is the responsibility of the candidate to bring the correct equipment to an exam i.e. pens, pencils, rulers, erasers, compasses, set squares, calculators (if allowed). **THESE ITEMS WILL NOT BE SUPPLIED FOR YOU.**
- **You should use a BLACK pen for all exams – scripts are scanned for marking and blue pen does not show up well when scanned.**
- **Scrap paper is not allowed in ANY Exams.** Any workings/essay plans should be written on the answer sheet and crossed out at the end of the exam if you do not want them to be marked.
- **You must not use correction fluid in an exam.** If you make a mistake then cross through the error and continue.
- You may use a highlighter on inserts (English Literature, Geography maps etc.) but not in your answer booklet.
- Calculators – please remember that you may need a calculator for other exams (especially for Science) as well as for Maths.

Mobile Phones

Please make sure that your mobile phone is switched **OFF** and placed in the trays when you enter the exam hall. **You risk losing all marks for your exam if you are in possession of a mobile phone during the exam – even if you do not intend to use it.**

Watches

All watches must be taken off and placed on the desk in front of you. Smart watches should not be brought into the exam hall.

EXAM DURATION

- If you have two or more exams in the same session and they last up to and including 3 hours then you must do them one after the other.
- If they last longer than 3 hours then you are able to split the exams between the morning and afternoon sessions with supervised revision and supervised lunch break.
- If they last longer than 6 hours then you are able to carry an exam over to the next day with overnight supervision.

SUPERVISED REVISION

Once you have completed the morning exam(s) then you will be allowed to revise for the rest of the session. This revision will be in silence if other exams are still going on. You will not be allowed to go and collect books so you should bring your revision material with you and leave it outside the exam room.

SUPERVISED LUNCH BREAK

You will be taken to lunch at 12.00pm and then returned to the hall for your afternoon exam(s). You must remain under the supervision of the invigilator(s) for the whole time that you are at lunch.

DISCIPLINE

Exams are conducted under normal school rules. Failure to abide by these rules will mean that candidates will not be permitted to sit exams.

Any breach of exam rules will be reported to the exam board who may decide not to accept the exam paper from the candidate and may even ban candidates from taking further exams.

CALCULATORS IN EXAMS

Calculators must be :

- of a size suitable for use on a desk
- either battery or solar powered
- free of lids, cases and covers which have printer instructions or formulas.

The candidate is responsible for :

- the calculators power supply
- the calculators working conditions

Calculators must not :

- be designed or adapted to offer any of these facilities :-
 1. language translator
 2. symbolic algebra manipulation
 3. symbolic differentiation or integration
 4. communication with other machines or the internet.
- be borrowed from another candidate during the exam for any reason
- have retrievable information stored in them – this includes
 1. databanks
 2. dictionaries
 3. mathematical formulas
 4. text

LAPTOP USE IN EXAMS

PERSONAL DETAILS

At the beginning of the document type your name, candidate number, centre number, the subject name and the paper reference.

CLOCK

Do not rely on the clock on the laptop unless you have checked that it is consistent with the exam hall clock at the start of the exam.

SAVE TO THE HARD DRIVE

Save your work to the hard drive every 10 minutes and then again at the end of the exam. If there is a problem with the laptop or the memory stick then you will have a backup safely stored.

SAVE TO THE MEMORY STICK FOR PRINTING

At the end of the exam save your completed work to the hard drive and to the memory stick so that the invigilator can print it off. You should sign the printed copy to confirm that everything has been printed correctly.

INSERT KEY

If the laptop is not typing your sentences in the correct way then the insert key has probably been pressed in error. Press the Insert key again and this will usually resolve the problem.

ANSWER BOOKLETS

You may use an answer booklet as well as typing – this is usually for drawings etc. If you do this then make sure that you complete your details on the front of the answer booklet and hand it in with the memory stick.

**IF YOU HAVE A QUESTION OR PROBLEM DURING AN EXAM THEN
PLEASE ASK AN INVIGILATOR FOR HELP - THEY CANNOT HELP YOU IF
THEY ARE UNAWARE THAT YOU HAVE A PROBLEM.**

Contact Numbers

**Exams Office: 01580 711807
01580 711850**