

EXAMINATION INFORMATION FOR Y11

1. Compare your individual timetable with the **GCSE timetable** and note the exact time of each exam briefing and examination you are taking.
2. If you have a **clash**, see Mrs Kemp (Examinations Officer) as soon as possible. Anyone with a clash will need to be supervised under exam conditions until the commencement of the following exam and therefore a packed lunch will be required on those days.
3. On the day of each examination check the **exams board** outside Mrs Kemp's office just in case there are any changes.
4. Ensure you have all appropriate **equipment** (2 black pens, pencil, ruler, highlighter and rubber for all exams, and specialist equipment for exams such as Maths and Science). Calculators need to have anything stored on them cleared before the exam and the case for the calculator needs to go face down on the floor under the desk. Pencil cases must be **clear**.
5. Assemble **quietly** in the corridor outside the staffroom at least 5 minutes before the examination briefing time.
6. Examination regulations start from the moment you enter the examination room until the time you leave it. **Please ensure that you read carefully the notice to candidates.**
7. If you are ill during the examination period, try to get into school if at all possible. If you cannot possibly attend school you **must** telephone the school office as early as possible and ask to speak to Miss Francis. If at all possible, you are encouraged to sit the examination as, for most examinations, absence from any paper will mean that a grade cannot be awarded. The examination board will take into account the fact that you were ill and, particularly at the borderline of grades, are likely to mark in your favour. If you miss an examination without good reason, you will be invoiced for the cost of the examination.
8. It is crucial that you **do not take a mobile phone, ipod, MP3 player or any other item with text/digital facilities into the exam room.** If you are found with any of the above, it could lead to disqualification from that examination and all other examinations with that board.
9. **Clear water bottles** may be taken into the examination room. All labels must be removed
10. **Ear plugs** may be worn (this is only the second year the exam boards have allowed this) but you must alert the invigilators that you are wearing them and not put them in until the exam begins.
11. Exam boards **no longer allow time warnings** during the examinations. Finish times will be written on the boards in each room.
12. **Long hair** needs to be tied back and away from the face and if you wear a **watch** this should be placed in front of you on your desk.
13. **Blazer pockets** need to be empty.