Exam timetables
- All students have been given an individual timetable.
- Make sure that you know the dates and times of your exams. Don’t rely on friends or family to remind you.
- Please check your exam timetable carefully every day.
- A copy of the full timetable is on the school website and noticeboard in the Small Hall.

Equipment – you are responsible for bringing your own equipment to an exam
- See-through pencil cases or plastic bags are the only ones you can bring into the exam room.
- Only use black ballpoint pens. No gel pens are allowed, even black ones. If you complete an exam paper in blue pen or pencil the exam boards may refuse to mark your paper.
- Coloured high lighter pens must not be used in your answers. However they can be used to pick out key words or phrases on the question paper.
- Pencils may only be used for drawings, graphs or rough work.
- If you are allowed a calculator, check the battery. It must not be able to store data in the ‘off’ mode. Lids are not allowed in the exam room.
- A bottle of water is allowed. No label and in a clear bottle. No fizzy drinks, coloured sports bottles or bottles with writing on them. No food.
- Tissues are allowed in the exam room providing they are loose and out of their packaging.
- Watches must be removed and placed on the desk in front of you prior to the exam commencing.

What you must not bring into the exam room
- Mobile phones are not allowed in the exam room .... EVER, even if it is switched off or doesn’t work, you risk losing the result for the paper you are sitting. Please hand in your mobile phones as you enter the room. They will be locked away and returned at the end of the exam.
- There is no right of appeal against a mobile phone malpractice decision. Last year, nationally over 1000 students lost results for having a phone or other device in the exam room.
- No iPods, iwatches, MP3/4 players, headphones, fit-bits or sport trackers.
- No notes, calculator cases/instruction leaflets, ‘Tippex’, bags, coats, food or digital equipment.
- Don’t write on your hands or skin before or during the exam.
- You may be disqualified from an exam if you are found to have unauthorised material on you, even if you had no intention of using it.

Exam Attendance
- Exams are scheduled to start at 9.15am or 2.00pm. Punctuality is very important. Please arrive no later than 15 minutes prior to the start time.
- Please note some exams will not finish until after the school buses have left.
- School uniform must be worn to all exams.

Lateness
- If you are late, do not go directly to the exam room. Please report to the exams office or School Reception.
- If you know you are going to be late i.e. bad traffic then you must contact the exams office straight away on (01823) 428909. If the phone is unanswered, please leave a message.
- Make sure you have the school’s telephone numbers, exams office (01823) 428909 and School Reception (01823) 412396, saved as a contact on your mobile.
- Don’t panic if you are late. But, the later you arrive the more difficult it becomes to allow you to sit the exam.

Absence
- If a candidate is unwell on the day of the exam the best advice is to come in and attempt the exam if possible. Special consideration can be applied for to the exam board to take into account illness.
- If you miss an exam due to illness, your parent must phone the exams office (01823) 428909 before 8.30am so we do not waste time looking for you.
- You must get medical evidence as you may be able to get a mark for a missed paper if you complete all other papers in the award series. You will not get any marks for any other reason for missing an exam.
**Entering and Leaving an Exam Room**

- Seating plans will be placed on the Exams noticeboard and Sports Hall door. Please check them before entering the room.
- You must be silent when you enter the exam room. Exams office staff will advise you how the room is laid out and invigilators will help you find your seat. Remember you will be seated in candidate number order.
- The exam boards consider an exam to be in progress from the time candidates enter the room until all the scripts have been collected and you have been dismissed from the room.
- Communicating with other candidates in an exam room before, during or after an exam is considered malpractice and you could be disqualified from all your exams.
- You will be dismissed from the exam room row by row and in silence. Exam conditions must be maintained until all the candidates have left the exam room or exam area to ensure that those who are still working are not disrupted.

**Whilst in the Exam Room**

- You must remain silent.
- Let the exams officer or invigilator know if you have a medical problem or feel unwell before the start of your exams. If you feel unwell during the exam, you must put up your hand and tell the invigilator.
- There will be a desk label with your candidate number on your desk.
- Listen carefully to the invigilator at the beginning of the exam as they will be giving you important instructions that you must obey.
- Always check that you have the correct exam paper and put your name, candidate number and signature on the front cover of your exam paper. If you don’t, you may not get a result.
- You are required to use your full legal name on your scripts not your preferred name.
- Read the instructions carefully on the front of the question paper.
- If you need to get the invigilator’s attention, you must raise your hand.
- The invigilator cannot help you with any of the questions.
- The invigilator can only answer questions about instructions on the front of the exam paper.
- The invigilator cannot read the words printed in the question paper to you unless you have an access arrangement for a reader.
- The invigilator cannot re-phrase a question; explain any subject specific or technical terms to you.
- The invigilator cannot give you any indication of the time elapsed or remaining where a question paper consists of distinct sections.
- Don’t cheat. The punishment can be severe and invigilators are trained to look for it.

**Issue of GCSE Results 2019**

- GCSE results will be available for collection from the Small Hall on Thursday 22 August 2019 at the following times: 10am to 2pm.
- Results can be sent by post but a stamped addressed envelope must be provided by Wednesday 17 July 2019.
- No results can be given over the phone.
- Results can be given by email but it must be your personal account and your email address must be handed in to the exams officer by Wednesday 17 July 2019.

**Collection of your exam results by a third party**

- If you are unable to collect your results in person you may nominate someone to collect them on your behalf. The nominated person will need to have a signed letter from you giving them permission. The nominated person will also need to bring identification i.e. passport or driving licence with them to collect your results. Please note that we are unable to make any other arrangements.

**Finally**

- Know your exam timetable.
- We will make every effort to ensure your exams run smoothly so you can concentrate on what you need to do.
- Make sure you have your uniform and exam equipment ready the night before your exam.
- Do not draw graffiti or write offensive comments on exam papers. If you do the exam board may refuse to accept the paper.
- Please do not write on the exam desks. This is regarded as vandalism and you will be asked to pay for repair/cleaning.

*Good luck and try not to worry or get too stressed*