

EXAM ADVICE FOR STUDENTS

EXAM TIMETABLES

- Read them carefully.
- Timetables are unique to each candidate.
- Time: usually 8:45 am and 13.45 pm but check, there may have been a clash
- Place: Generally IN for GCE and Main site for GCSE but not always.
- Duration: Check so that if you are being picked up, you know what time the exam finishes. Some exams go on after 3:25 so, if you usually get the school bus home, you'll have to make other arrangements.

BE PREPARED

- As well as revising for the exam you need to prepare what you need for each exam the night before so you don't forget anything
- Write the equipment you need, e.g. calculators, black pens NOW.
- There will be no borrowing allowed from other candidates during the exam.
- You are allowed to bring water into the exam room but it must be in a clear bottle with no labels.
- Make sure you set off in good time.
- We do not make phone calls home to wake you up or remind you that you have an exam. It is your responsibility to get yourself to school on time.
- You are required to wear school uniform.
- Your ears must be clearly visible otherwise we may have to ask you to tie back your hair.

DO NOT BRING INTO THE EXAM ROOM

- Bags - bags can be left outside the exam room, but at your own risk.
(Valuables should be secured in your locker.)
- Mobile phones, MP3/4 players or iPods must be switched off and left with the invigilator. Leave at home if possible.
- Pencil cases unless they are clear
- Drink, other than water
- Food including sweets unless it is for medical reasons.
- Liquidpaper (tippex)
- covers to calculators where calculators are permitted
- Gel pens and hi-lighter pens are not to be used in the answer booklets. (they do not show up when examination papers are marked electronically).

ARRIVING LATE

- Ring the school and let us know.
- There are regulations regarding lateness and you may or may not be allowed to sit the exam or make up the time you have missed.
- If you arrive more than 1 hour after the published starting time i.e. after 9.45 in the morning and 13.45 in the afternoon, you will not be allowed to sit the exam. You cannot sit the exam later or the next day.

ILLNESS

- Depending on the circumstances you may not receive a grade for that subject if you miss the exam.
- I will need to talk to you and your parents about this in each and every case.
- If you are ill you will need a medical certificate even if you sit the exam.
If you do not get a grade for GCSE it may affect your choice at A level.
- If you become ill and complete the exam then you will need to come and see me. We will need

written evidence of this, e.g a medical certificate if we are to apply to the exam board for special consideration, so do not slope off home without telling us. Please keep us informed so that we can do the best for you.

- Hayfever - make sure that you take your medication and remedies. Exam boards do not give special consideration for Hayfever.

PROCEDURE IN THE EXAM ROOM

- You will be called in to the exam room in candidate number order in SILENCE
- While you are waiting to be called please keep quiet so that you can hear your name.
- Once in the exam room you are under exam conditions so NO TALKING or TURNING ROUND.
- CHECK that you have the correct paper SUBJECT, UNIT OR LEVEL (Higher or Foundation)
- If you need assistance put up your hand and an invigilator will come to you.
- DO NOT WRITE IN THE MARGINS OF THE EXAM PAPER
- Good English is required by all boards and all subjects. Examination Boards will award marks for good spelling, punctuation and grammar.
- At the end of the exam make sure you have completed the front cover correctly with your Name, Candidate number & the questions that you have answered.

IF YOU FINISH EARLY

- Use any time left over to check through your paper
- Do not turn round; sit quietly, until you are outside the exam room, Exam conditions still apply. Invigilators will indicate when you can leave.
- Please leave your laminated exam card on the desk.
- You may talk quietly once you are outside the room but do have consideration for others who are still doing exams in other rooms.