

IMPORTANT INFORMATION FOR STUDENTS TAKING EXTERNAL EXAMS

Timetables will be issued to students prior to external exams, which shows the date, time and venue for each of your examinations. It also shows which seat you will occupy in each session. Every effort has been made to ensure that the information is correct **BUT if you have any concerns please report this to the Exams Office immediately. LOOK** after this timetable carefully. A replacement timetable will cost £1.00. (These can be purchased in the Exams Office.)

NOTE: A few students will have a clash of examinations and this will mean that one or more of their times will have been changed to overcome this problem.

Oral, practical, performance & Aural dates have not been given because these will be organised by the Departments concerned. It is **YOUR** responsibility to check with the department concerned for your date and time.

ABSENCES

- National Regulations do not permit a missed exam to be taken at any other time during this exam season.
- You can check with the Examinations Office if you think you have an excellent reason, but it is almost certain that we cannot help.
- All missed examinations will be charged, this includes absence due to illness if the procedures below have not been followed.

ABSENCE DUE TO ILLNESS

- If you are ill, it is still not possible for you to sit the examination at another time during this exam season.
- It is best to attend the examination if you can and notify the Examinations Officer of the problem.
- If you are too ill to attend, please contact the school before the exam and GET a DOCTOR'S NOTE to confirm that you were ill. Send it to the School IMMEDIATELY. We might be able to request a special consideration from the Exam Board.

CLASHES

It is absolutely essential that you be supervised during any times when you could **gain** or **give** information about an examination. You must make sure that you are supervised. If in doubt report to the invigilator. IF YOU THINK YOU HAVE A CLASH OF EXAMS even after we have tried to solve these on your timetable, please see the Examinations Officer without fail as soon as possible.

NO IPODS/SMART WATCHES/WATCHES/MOBILE PHONES/MP3/4 PLAYERS OR POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION ARE ALLOWED IN THE EXAM VENUE. The examination boards have issued strong instructions on this matter. If you have a mobile phone or other device about your person, **EVEN IF IT IS SWITCHED OFF**, you will be **disqualified** from that exam and possibly from all your others. If you have a phone in your bag, it must be turned off. If it rings during the exam and this is reported to the exam board, you **WILL** be **disqualified**.

SOME POINTS TO REMEMBER

- CHECK your timetable for each examination (but do not bring it into the Exam venue, leave it in your bag). There will be a name card on each desk to confirm your place.
- CHECK the examinations notice board before each exam, in case there have been changes.
- You must NOT eat or drink in the examinations. A small bottle of water is acceptable but it must be clear with no labels on it.
- Correcting fluid (e.g. Tippex) is not allowed.
- You MUST arrive in good time for your examinations (**we would suggest at least 15 minutes prior to the official start time**) and **stay to the end of all your examinations**.
- You must NOT communicate (or look as if you might be communicating) with any other candidate in an examination **in any way**.
- NO talking as soon as you ENTER the examination venue.
- DO NOT take bags, coats, etc. to your desk. Leave them at the back of the examination venue if in a small room or outside the Hall at Olney Campus. For exams in the Sports Hall at Newport Pagnell Campus use the squash courts.
- PLEASE come prepared with black pens, pencils and relevant maths equipment etc. These should be in a clear pencil case. Calculator lids should be removed. **The school cannot supply your equipment.**
- Do not write or draw on examination desks or deface examination papers in any way.
- The tone of the exam venue is important so do not slump over the desk even when not writing.