

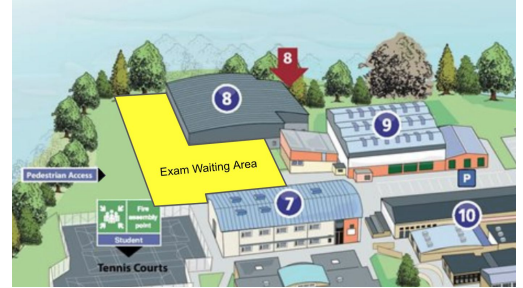
KEY INFORMATION FOR YOUR EXAMS

WHERE AND WHEN AM I DOING MY EXAMS?

- Read your timetable carefully, then write the time, venue, seat number against the relevant date in your journal or calendar on your phone and / or take a photo of it on your phone
- On your timetable take particular note of the start times – *they can vary each session*
- Ensure you are aware of your **4 digit candidate number**.

ARRIVING FOR AN EXAM

- You must be at the assessment venue 10 minutes before the start time of the assessment.
- For your assessments, please wait in the Exam Waiting Area as directed by a member of staff.
- **SP2 = Sports Hall** located in building Number 8 (**New Sports Hall**) Candidates in Row A-L, meet at the front entrance to the New Sports Hall, where the **RED ARROW** is Candidates in Rows M-Z, meet on the courts - marked as 'Exam Waiting Area'
- **Other Venues** - Smaller venues in **Biscay** are also used for exams, please wait quietly outside these venues and wait for instructions.



DRESS CODE

- Normal school uniform must be worn for all assessments. No hoodies, hats, coats, jackets or scarves will be allowed. Invigilators will ask for them to be removed – they will not be allowed on the back of chair.
- You may choose to wear your blazer OR put it in your bag. You are not allowed to have the blazer on the back of your chair, so if you want to take it off during the assessment you need to raise your hand and give it to an invigilator who will put it at the front of your row.

EQUIPMENT AND PHONES

- Writing equipment should be carried in a transparent plastic bag or pencil case. **You must write in BLACK ballpoint pen**. Please bring at least one **spare** black pen to the assessment
- Make sure you have all the correct equipment, including a calculator **when permitted**. Make sure all calculators work properly and that any batteries it requires are working. Remove any covers which have printed instructions or formulae
- The following equipment must not be in your possession, whether switched on or off. Mobile phones (*check that all alarms/reminders are disabled*), watches (*analogue/digital/smart*), electronic communication/storage devices, iPods, MP3/4 players or any other products with text/digital facilities. Please ensure they are **turned off** and in your bag **before** you enter the room.
- You may take a small **clear** plastic bottle of still water into the assessment if you wish (*all labels need to be removed*). **Any other bottle will not be allowed**. No other food or drink is allowed.

DURING AN EXAM

- No talking in the assessment room, from the moment you enter the room until you have left
- No communicating with other students. Do not borrow anything from another candidate
- If you need assistance, put your hand up and wait for an invigilator to come to you
- Start and finish times will be displayed on a clock in the room
- You should simply cross out anything that is wrong when you are sure you do not want it to be marked
- When you are asked to stop writing simply do that
- Students are **NOT** permitted to leave an assessment before the finish time

END OF THE EXAM

- Please return to normal lessons, unless your assessment finished within 10 minutes of break, lunchtime or the end of the school day. (Follow the instructions from the Exam Team - *you will go straight to break / lunch / home*)

PROBLEMS

- Please inform the school on 01275 841374 **by 8.30 am** if you are going to be absent from an assessment
- If you have an accident which might interfere with your assessments (*e.g. a broken arm*), please contact the Exams Office immediately. They will try to make alternative arrangements for you.