

PUBLIC EXAMINATIONS SUMMER 2019: INFORMATION FOR CANDIDATES

1. The majority of examinations will be held in the **SPORTS HALL**. Some examinations will be held in the **Assembly Hall**. For Modern Language Listening examinations: **check with your teacher**. Music Aurals will take place in F31.
Information regarding rooms for each examination are posted on the board in the Atrium.

2. Arrive in school at least 15 minutes prior to each examination session

AM session begins at **9.15 am sharp**

PM session begins at **1.15 pm sharp**

3. **Candidates must report to the examination room 15 minutes before the start of each examination to allow for an attendance check.**

3. Candidates with **examination timetable clashes** are reminded to note the times of their **rescheduled exam carefully**. (copy given to each clash candidate). Please note the supervision arrangements. **Mobile phones cannot be used if you are being supervised over lunchtime due to an exam clash. You can use books to revise. If having a 20 minute break between 2 examinations, due to a clash, you CANNOT use books to revise.**

4. **Candidates must bring their examination timetable to the examination room.** An additional Statement of Entry is **not** required

5. Candidates must **not** leave the exam hall before the end of the exam.

6. Yr14 candidates who decide not to take a resit exam **must** notify Mrs Gilpin **before** the day of the examination. There will be no refund of the resit fee.

7. Candidates must wear **full school uniform**.

8. If you encounter any difficulties (eg travel) which will affect your ability to arrive promptly for your examination you should contact the school Office **immediately**.

9. If not well enough to attend for your examination, contact the school Office immediately.

10. Candidates must not bring food into the exam hall. A bottle of **water** will be permitted **provided that the label has been removed.**

11. **REMINDER: Only transparent pencil cases are permitted in the exam hall.**

Calculator cases are not allowed. Candidates must not use correction fluid/highlighters/gel pens/erasable pens in their answers. Candidates must not write in pencil. Candidates must write in black ink or ballpoint pen unless the instructions on the front of the question paper say otherwise.

12. **Important Regulation** – Candidates must **not** bring a mobile phone or other electronic devices, such as an iPod, MP3/4 player or wrist watch with data storage device, into the examination room. If a candidate has such an item in his/her possession in the examination room, even if switched off, he/she is guilty of **malpractice** and the Examination Board will be informed **immediately with very serious consequences**. Storage boxes (which will be kept in a locked room outside the examination hall during the exam) will be provided for those who bring their phone to school.

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13. **Candidates MUST read the JCQ and CEA regulations which are posted on the school website and on the examinations board in school. Malpractice will be reported to the Examination Board and will have very serious consequences for your examination outcome.**
14. Candidates should ensure that school has been informed of any changes to home/ parent/guardian contact numbers.
15. Candidates are reminded that the Examination Boards have designated the **26 June as a Contingency day** for examinations. In the event that any of your examinations are disrupted/ cannot take place as timetabled, they will be rescheduled to take place on this day. Candidates should not make any additional arrangements for this day.