

PUBLIC EXAMINATIONS Year 11-14: INFORMATION FOR CANDIDATES

1. Most examinations will be held in the **SPORTS HALL**. Some will be held in the **Assembly Hall**.
For Modern Language Listening examinations: **check the location with your teacher**.
Music aurals will take place in F31.
Information regarding examinations rooms will be posted in the Atrium prior to the first examination.
2. **Candidates & Parents/Guardians MUST read the JCQ and CEA regulations posted on the school website. The school must report malpractice to the Examination Board. This would have very serious consequences for your examination outcome.**
3. **Important JCQ 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; the Examination Board will be informed immediately with very serious consequences.**
4. **Examination timetable clashes: candidates must note the times of their rescheduled exam carefully (a copy of your rescheduled exams will be issued prior to the examinations). Place this beside your main timetable in a prominent place at home.**
5. Supervision arrangements for those with exam clashes:
 - a. **Mobile phones cannot be used if you are being supervised over lunchtime. You can use books to revise. Please bring a packed lunch and a drink as you cannot use the Dining Hall.**
 - b. **If having a 20-minute break in the exam hall between 2 examinations due to a clash, you CANNOT use books to revise.**
6. Candidates are advised to photocopy their examination timetable and place this in a prominent place at home; this should be checked daily during the examination period. **Missed examinations cannot be sat at a later date.**
7. Mobile phones and digital watches with data storage should be left at home (see advice on web site)
8. Please **remain silent** at all times when in the immediate vicinity of examination halls; there may be other examinations taking place whilst you leave the hall.
9. **There are a number of details which need to be checked before examinations can commence. Therefore, please note the following:**

AM sessions **commence at 9.15 am sharp: you must be outside the door of the exam room at 9.00am**
PM sessions **commence at 1.15 pm sharp: you must be outside the door of the exam room at 1.00pm**
10. Candidates must enter the examination hall **in complete silence**, sit at their designated desk and **remain silent whilst invigilators prepare the room.**
11. Wrist watches must be removed from your wrist and laid flat on the desk.
12. Candidates must listen carefully to the Chief Invigilator whilst they read out JCQ instructions.
13. **Candidates must bring their examination timetable to the examination room.** An additional statement of Entry is **not** required

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14. Candidates are **not** permitted to leave the exam hall before the end of the exam.
15. Year 11 & 12: changes to tiered entries are not permitted on the day of the examination.
Please note: a change in tier, at any time after you have been entered for the examination, incurs a 'change of entry' fee which is payable by the candidate.
16. Year 14 candidates who decide not to take a resit exam **must** notify Mrs Gilpin **at least one week before the day of the examination**. There can be **no refund** of the resit fee.
17. Candidates must wear **full school uniform**. Hoodies, including Leavers hoodies, are **not** permitted in the examination hall. Girls are reminded that make-up and jewellery are not permitted.
18. 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, leaving your name, a contact telephone number and details of the examination you may be late for**.
19. If not well enough to attend for your examination, contact the school Office **immediately, leaving your name, a contact telephone number and details of the examination you are unable to attend**.
20. Candidates must not bring food into the exam hall. A bottle of **water** will be permitted **provided the label has been removed**.
21. **Only transparent pencil cases are permitted in the exam hall**.
22. **Calculator cases are not allowed**. These must be removed and placed on the floor under your desk.
23. Candidates must not use correction fluid/highlighters/gel pens/erasable pens in their answers. Candidates must write in black ink or ballpoint pen unless the instructions on the front of the question paper say otherwise. You must not write in pencil.
24. Some examinations will require the use of additional items e.g. protractor, compass, ruler, colouring pencils. **It is pupils' responsibility to bring such items with them** to the examination: these will **NOT** be available in school.
25. Candidates should ensure that school has been informed of any changes to home/ parent/guardian contact numbers.
26. Candidates are reminded that the Examination Boards have designated the **24 June as a Contingency day** for examinations. In the event that any of your examinations are disrupted/ cannot take place as timetabled due to a major event, they will be rescheduled to take place on this day. Candidates should not make any additional private arrangements for this day.
27. Please note: the date in point 23 above cannot be used to sit examinations which have been missed through illness etc.
28. **Place a copy of these regulations (and details of rescheduled exams) in a prominent position at home and read carefully at the start of each examination week.**