

On your Exam Day

Before your exam

- Make sure you know when and where your exams are

On the day of your exam

- Go to the toilet before the exam to save disruption during the exam
- Wear full school uniform – empty your blazer and trouser pockets
- Bring a clear water bottle (remove any labels) with water only in the exam room
- No calculator lids allowed in the exam room
- No phones, headphones or any web enabled equipment allowed in the exam room
- No watches to allowed in the exam room
- No revisions notes in the exam room
- No food in the exam room

Other important information

- You cannot leave the exam before the end time set by the exam board.
- If you have qualified for extra time (all students know who they are), you do not have to take all of the extra time, you can stay for as long as you like within that time, but you must raise your hand to tell an invigilator you have finished before you are able to leave.
- You must listen to all of the invigilator's instructions given, if you have a question raise your hand and wait for the invigilator. When you are asked to check if you have a phone, watch, headphones, notes etc on you, you **MUST** check your pockets to avoid malpractice. If you are found with a phone on you, you will lose that exam paper and potentially other papers too.
- You must fill in the answer booklets with all the information required.
- If you need the toilet then you must raise your hand and wait for the invigilator. You cannot go in the first 15 minutes or last 15 minutes of the exam.
- Make sure you remain silent, you do not, turn around or make any contact with any other student during the exam.
- Do not tidy up if you finish early, wait for the invigilator to end the exam and follow their instructions to put your equipment away.
- Do not pay attention to papers leaked on social media that tell you these are the questions that will appear on an exam paper – **they are scams and should be reported to the school so we can report them to the exam boards.**

Please note that you must turn up for your exam on the date and time set by the exam boards. If you do not turn up, then you will lose the marks for that paper. We cannot reschedule exams.

If you feel unwell/ are being sick on the day of the exam, then you must still come in to sit your exam but speak with me beforehand to let me know what is going on and I will see if we need to relocate your exam venue.

If you are going to be late due to traffic for example, then you must contact school to get a message to me and wait in reception when you get to school for me to escort you into your exam.

Contingency Days

There are contingency session within the summer 2024 series: the afternoon of the 6th and 13th June 2024 and the morning and afternoon of the 26th June 2024. Make sure you are available on these dates even if you don't have an exam, just in case the exam boards have to make any timetable adjustments due to national disruption to the exam series.