

EXAMINATION INFORMATION FOR 2025

1. Check your individual timetable and note the exact time of each examination you are taking. Most start at 9.15am/1.30pm, however, look carefully at your timetable as due to the length of time of some exams in the afternoon there may be a different start time.
2. On the day of each examination check the **exam board** outside Mrs Kemp's office just in case there are any changes.
3. Basic equipment for all exams will be available in a pencil case on each desk, however you will need to bring your own calculator. If you prefer to use your own equipment then place the pencil case supplied underneath your desk. Calculators must not have anything stored on them, they must be cleared before the exam, calculator cases are placed face down on the floor under your desk. Pencil cases must be **clear**.
4. For each exam you will line-up **quietly outside the sports hall or the IT room – these vary depending on the exam so check timetables carefully**. Please ensure that you are lined up at least ten minutes before the start time of each examination.
5. Examination regulations start from the moment you enter the examination room until the time you leave it. Any misbehaviour once the student has entered the exam room is classed as malpractice and will be reported by the invigilators to the Examinations Officer. **Please ensure that you read the notice to candidates carefully, this is displayed outside each examination room. You must not open or write on the exam paper until told to do so as this will be considered malpractice.**
6. You must ensure that all writing on the examination papers is in black ink, is legible and is in response to the questions being answered. Inappropriate writing or drawings within your answer papers will be highlighted by the exam board and could potentially lead to losing marks or a disqualification from the paper.
7. If you are ill during the examination period, try to get into school if at all possible. If you are unable to attend, or have any issues arriving on time, you need to contact reception and ask to speak to either Mrs Johnson or Mrs Kemp. During this period, you need to avoid any routine hospital and GP appointments, and booking any driving tests, to ensure that you are able to complete the full set of exams. If you are aware of any issues in relation to this then please let Mrs Johnson or Mrs Kemp know as a matter of urgency.
8. It is crucial that you **do not take a watch, mobile phone, ipod, air pods, MP3 player or any other item with text/digital facilities into the exam room**. If you are found with any of the above, this is considered by examination boards to be malpractice and it could lead to disqualification from that examination and all other examinations.
9. **Clear water bottles** may be taken into the examination room. All labels must be removed.
10. **Ear plugs** may be worn but you must alert the invigilators that you are wearing them and not put them in until the exam begins.
11. Time warnings are no longer given during the examinations. Finish times will be written on the boards in each room.
12. **Long hair** needs to be tied back and away from the face.
13. **Blazers are not allowed in the exam rooms. ALL pockets need to be empty.**
14. Outside each exam room there will be a box for you to place library books in after you have completed the final examination in that subject. Please ensure that all of these are returned to school during this period, as soon as you have finished with them.
15. Special consideration can be applied for by the school for the exams. If there are issues that you feel may be affecting your ability to perform in these exams then you need to let Mrs Kemp know.