

# STUDENT GUIDELINES

## BEFORE THE EXAMS

- Check your Individual Candidate Timetable. Problems with entry see your subject teacher. Problems with your personal details see Mrs Teese ASAP. DO NOT WAIT UNTIL THE DAY OF THE EXAM!
- If you have an exam clash, read the letter enclosed with your exam pack and familiarise yourself with the instructions for the day. If you have any queries, see Mrs Teese immediately.
- Read the JCQ: Information for Candidates – <https://www.jcq.org.uk/exams-office/information-for-candidates-documents> .
- Familiarise yourself with the emergency evacuation procedure.
- Familiarise yourself with the Internal Appeals Procedure document.

## ON THE DAY OF THE EXAM

- Morning exams start at 9.00am. Afternoon at 1.30pm. There will be exceptions if you have exam clashes, so make sure you read all the information you are given.
- Arrive in plenty of time. If you are unavoidably late telephone the school as soon as possible.
- Make sure mobile phones, iPods, MP3/4 players, smartwatches etc. are switched off and in your bag – not in your pocket! It is against the rules to have these items in your possession in the exam hall, even if they are switched off and you do not intend to use them.
- Check your Individual Candidate Timetable.
- Leave your bag in the allocated area depending on which exam hall you are in and find your seat.
- Remember, once you cross the line, which is the door in Hall C and beyond the tiered seating in Hall A, you must remain silent.
- FULL SCHOOL UNIFORM must be worn.

## IF YOU ARE ILL

- If you are absolutely sure you are too ill to come into school for your exam, ring the absence line on 01384 816108 or Student Reception on 01384 816118.
- You **must** provide evidence to cover your absence.
- If you are unwell, but feel that you could come in for your exam, then you must do so. We will do our best to accommodate you. It is always in your best interests to sit an exam rather than be absent if this is possible.

## REMEMBER

- Make sure you have all the equipment you need, which must be in a clear pencil case. The minimum you will need is 2 pens with **BLACK** ink, 2 pencils, rubber, pencil sharpener and ruler. Remember additional equipment such as a calculator for **ALL** Science exams and Maths paper 2 and 3. Coloured crayons for Technology. A protractor and compass for Maths.
- Water is allowed and is encouraged – but only clear see through water bottles with the label removed

## COLLECTING YOUR RESULTS

You can collect your results from school on **Thursday 20<sup>th</sup> August between 10am and noon**

If you cannot attend at this time and you want us to post your results to you, you **MUST** provide a stamped, addressed envelope. Bring it to the Exam Office before you leave!

If you cannot attend and would like someone else to collect your results on your behalf, the person collecting your results **MUST** have a letter, signed by you, giving your authorisation. If they do not have a letter, we will be unable to release your results.