



EXAM INFORMATION, RULES & REGULATIONS



Candidate number – please **memorise** this will be entered on **every** exam paper.

Centre No: 10548

Official Exam Rules

- You must be in school and ready to start the exams at 8.30AM for the morning and 1.30PM for the afternoon exams. If you are late, you will **not** be given extra time.
- You need to arrive 30 minutes before the start of your exam. You may bring a **bottle of water**. This must be a clear bottle with **no** wrapping.
 - *Students will not be allowed out of the exam venues to drink water.*
- Please ensure that you bringS the right equipment, e.g., scientific calculator for Science & Maths papers.
- **A black pen** must be used for **all** papers including rulers and pencils for graphs and drawings
- **Pencil cases** must be transparent / clear only
- Toilet breaks – don't ask! Make sure you go before the exam On average 4 – 6 minutes is lost. You will **not** be given the time back.
- **Mobile phones** must be turned off and placed in the plastic wallet. A student caught with a mobile phone will be reported to the Exam Board. This will result in **disqualification**.
- **NO WATCHES are allowed in the Exam Hall** - they must be placed in the wallets provided. A student caught with a watch or smart watch will be reported to the Exam Board. This will result in **disqualification**.
- **Other products with text/digital facilities** must be placed in the wallet. A student caught with any electronic product will be reported to the Exam Board. This will result in **disqualification**.
- **NO** calculator cases or extra bits of paper attached. This will result in **disqualification**.
- **Full School Uniform** including shoes and belts (Year 11)/smart attire (6th Form) **must** be worn at **all** times with no exception.
- You **MUST ATTEND EVERY** Exam stated on your timetable
- If there are extenuating circumstances which occur around the time of your exam you must inform the school **immediately**. Extra time may be given.
- Exams **cannot** be taken at a later date but we can help.

CONTACT THE SCHOOL IMMEDIATELY IF.....

- Fractured/Broken or sprained leg or hand – a doctors note must be provided
- You become extremely ill on the day of the exam
- If there is a bereavement – please notify us immediately



Seating plans with venues will be placed on the glass panes that look in to the Main Hall the day before each exam.

Please check here if you are unclear about your seat number and/or venue.



Be prompt. Be prepared. Be equipped. Be calm