

White timetables

Please check:

- Certificate Name: This must be the same as printed on your passport
 - Date of Birth. Is this correct?
 - Check **your subject/s** are included – speak to your subject as soon as possible if something is wrong!
1. **UCI/ULN** – needs to be written somewhere memorable as these will be needed by colleges.
 2. **Candidate number** – needs to be memorised as this will need to be entered on **every** exam paper.

This Timetable also includes the Centre number . **Keep it SAFE!**

1. **Exam Venues including seat number**
2. **Date and Time** of the exam - this will show any adjustments for exam clashes.
3. **Seat Number**
4. **Centre Number : 10548** – this is used in every exam
5. **Full Name**

General rules

1. 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.
2. Please ensure that you bring the right equipment, e.g., scientific calculator for Science and Maths papers.
3. **Pencil cases** must be transparent.
4. Toilet breaks – don't ask! On average 4 – 6 minutes is lost. You will **not** be given the time back.
5. **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**.
6. **NO WATCHES are allowed in the Exam Hall** - they must be placed in the wallet. A student caught with a watch or smart watch will be reported to the Exam Board. This will result in **disqualification**.
7. **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**.
8. You need to arrive 30 minutes before the start of your exam. If late, you will not be given extra time.
9. Full School Uniform including shoes and belts (Year 11)/smart attire (6th Form) **must** be worn at **all** times.
10. **A black pen** must be used for **all** papers including rulers and pencils for graphs and drawings
11. You **MUST ATTEND EVERY** Exam stated on your timetable
12. If there are extenuating circumstances which occur around the time of your exam you must inform the school **immediately**. Extra time may be given.
 - a) You have fractured your leg/writing hand - extra time may be given. A doctor's note must be provided.
 - b) You become extremely ill on day of exam - a doctor's note must be provided. Exam cannot be taken at a later date.
 - c) If there is a bereavement – a note is required from a family member. Exams **cannot** be taken at a later date.

CONTACT THE SCHOOL 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.

