



## Examination Instructions for Students

- Make sure you **know exactly when and where your exams are**. All dates and times are shown on your individual Exam Timetable which can be viewed via Edulink One.
- **Be on time.** You must be at the **East Gym / Theatre 10 mins before the start time** of your exam.
- **Go to the toilet beforehand.** Toilet breaks are not normally permitted during exams. Students may only leave the exam room in *exceptional circumstances* and must be accompanied by an invigilator.

Be aware that if you do have to leave the exam room with an invigilator:

- the invigilator **may not be able to accompany you straight away**
- you must not have any unauthorised items on your person; **you will be asked to empty all your pockets and unroll your skirt** if applicable
- all **incidents of students leaving the exam room are recorded**; we may use this information to investigate suspected malpractice
- **Check your seat number** so you know where you are sitting.
  - **Sports Hall** - check your seat number via **EduLink One the day before** the exam.
  - **Theatre** – check the **seating plan on display** outside the exam room.
- **Full school uniform** should be worn for all exams.
- Make sure there is **no writing or drawing on your hands (or other part of your body) before or during the exam**. This could be interpreted as cheating.
- Bring **only the equipment needed** for the exam
  - This should be in a **clear** pencil case or plastic bag
  - Basic items include: **BLACK** pens, pencils, eraser, ruler and sharpener
  - Ensure you bring in **ALL the correct equipment** for each exam. **Do not assume we will provide missing items (especially calculators)!**
- **Do not use Tippex, erasable pens, highlighters or gel pens in your answers.**
- **Drinks bottles** must be made of **clear plastic with no logo, motif or label of any kind**.
- **Mobile phones, watches and earphones/earbuds are not allowed** and must be handed in.
- **Do not doodle or draw** on your exam answer booklet or on your candidate card.
- You **MUST be silent in the exam room**. You must not talk until you leave the exam room.
- You are **not allowed to leave the exam room early** even if you have finished your exam.
- If you need to speak to the invigilator for any reason, **put your hand up; do not call out**.

**Students who do not respect the rules will be removed from the exam room and interviewed by a member of Senior Leadership. They will be reported to the Exam Board and may be disqualified from one or more of their exam papers.**

## **LATE ARRIVAL**

Should you arrive late it is up to the Exams Officer to decide whether you will be able to sit the exam. This will depend on how late you are and the reason for the delay; the Exam Boards will have to be notified of any lateness into exams.

## **MISSING AN EXAM**

If you miss an exam you will NOT be able to do it again this year.

## **PROCEDURE FOR ILLNESS**

If you are feeling unwell, but still able to travel, it is best to take the exam if you can. You should, however, let a member of the Exam Invigilation Team know that you are not feeling well.

If you are ill and cannot take the exam, you **MUST** telephone the school and speak to someone from either the Year Office or the Exams Office. You **MUST** also obtain a note from your doctor detailing the reason for non-attendance. Depending on the circumstance we may be able to apply to the Exam Board for special consideration.

**If in doubt call the school as early as possible and ask to speak to the Exams Office or the Year Office.**

## **SPECIAL CONSIDERATION**

When there have been special circumstances causing the candidate to not produce their best work during their exam, these can be reported to the Exam Board and they may make a small concession. Examples which may qualify are illness at the time of the exam, death or terminal illness in the family. If you are aware of any special circumstances, please pass this information to your Year Leader.

## **WHAT TO DO IF THE FIRE ALARM SOUNDS DURING AN EXAM**

These instructions must be followed in **complete silence**.

- Do not panic. Stop writing; do not attempt to finish the sentence you are writing.
- When asked, leave the room in silence. Leave all equipment in the exam room, including the examination papers.
- As you leave the room **DO NOT** communicate with anybody.
- You must follow the invigilator/staff member in front. Line up as you were sitting in the exam.
- When you return to the exam room, do not start writing until the invigilator tells you to. The time lost will be added on at the end of the exam.
- The Exam Board will be notified of the disruption to the exam.

**Listen carefully to instructions and do not panic.**

If you have **any questions or concerns** about your exams please **email the Exams Office** ([exams@blatchingtonmill.org.uk](mailto:exams@blatchingtonmill.org.uk)) **as soon as possible**.

Do not wait until the morning of the exam to ask questions as the Exams Team will be extremely busy and may not be available to help you!