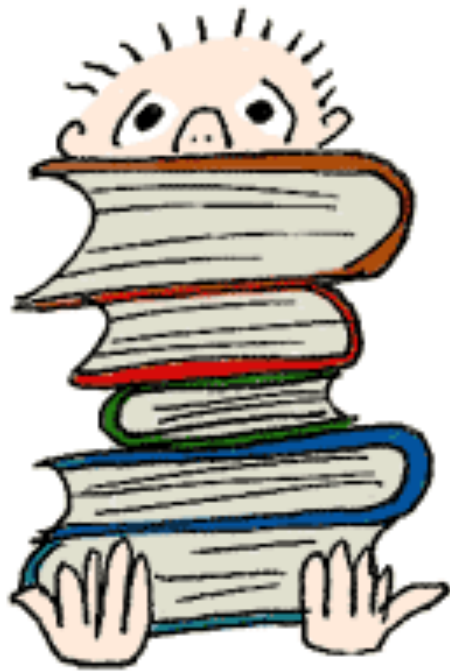


# EXAMS



## Exam Check List



Aim to arrive at the school 15 minutes prior to an exam at the latest. It is much better to leave a bit earlier in case of problems with the journey. Candidates who arrive late may still be admitted but may not receive the extra time.



When taking exams, bags and coats should be left at the front of the room or in the designated area (usually the bar or canteen).



Mobile Phones – Candidates **MUST NOT** have mobile phones in their possession either switched on or off. Phones must be switched off left in bags or they can be handed in for safe keeping during the exam to the invigilators. If a phone is found on you or goes off you can be **disqualified** from the exam. **PLEASE REMEMBER TO SWITCH MOBILE PHONES OFF.**



Watches- “Smart watches” (e.g. Apple Watch) must be handed in to the invigilators or left in bags (as if they were mobile phones). All other watches must be taken off and left on the corner of the desk.



You should not have notes, iPod, MP3/4 players, wrist watches which have a data storage etc. in your possession. Hand in these items or leave them at home.



You should bring the correct equipment you need for each exam: Black ball point pen, pencil, rubber and any other writing equipment needed for your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk. This should be left in your bag.



There is absolutely no talking or communication between students once you enter the exam hall, if you have any questions you should raise your hand once seated and an invigilator will come to you.



Full school uniform must be worn to all year 11 exams.



No food is allowed in the exam hall (if you have a special requirement – please see the exams office, before the exams).



Water bottles are allowed in the exam hall, these should be clear bottles with no label.



Ensure you know the times, dates, venue and seat number for your exam.

**Familiarise yourself with the “Information for Candidates” a copy of which is attached.**

## What to do if you are ill on the day of an Exam



- If you are feeling unwell, but still able to travel into college and sit your exams, I suggest you come to the exam. In most cases it is better to take the exam if you can. A doctor's note can then be obtained and special consideration applied for.
- If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (0116 2771555) to inform us. You **MUST** obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examination Board to ask for special consideration. The Board may look at this in conjunction with other exam marks in that subject and may adjust the mark and grade accordingly.
- If in doubt - **PHONE THE SCHOOL**

**If you do not attend an exam without a valid reason, you  
will be charged for that exam.**