



## EXAMINATIONS - INSTRUCTIONS TO CANDIDATES

If you are ill on the day of the examination, **please telephone the Academy as soon as possible**. On your return you must provide Mrs Mallon with a doctor's note which will be submitted to the examination board as evidence.

When you are not in an examination your study leave timetable applies, which includes examinations, lessons and optional drop-in sessions.

**Full Academy uniform** should be worn for examinations; usual make-up and jewellery regulations apply.

Your **bags**, coats and other personal possessions, including food, are not allowed in the examination room. Please take these to the bag store prior to the examination. All labels **must** be removed from any drinks container.

**MOBILE PHONES AND DATA STORAGE DEVICES, INCLUDING SMART WATCHES AND DEVICES SUCH AS FITBITS, MUST NOT BE TAKEN INTO THE EXAMINATION ROOMS.** Taking these into an examination room, even switched off, **could lead to disqualification**.

The examination day is divided into two main sessions, **morning - start at 9.00 am** and **afternoon - start at 1.00 pm**.

You should arrive **at least 15 minutes** before the start of each examination. If you are late your work might not be accepted.

Students with examinations in the afternoon must go to **lunch at 12.15 pm** and report to their examination for **12.45 pm**.

Examinations are usually taken in Oak Hall and the Gym but please check your timetable to see what room you are in.

For examinations taking place in Oak Hall and the Gym, you will need to line up according to seating order on Oak playground. You will find a copy of the seating plan on the doors adjacent to the playground.

You must enter the examination room **IN SILENCE** and **REMAIN SILENT** until you have left the examination room. **Failure to do so may lead to disqualification**.

Please ensure that you **bring everything you need to complete the examination**. You may not borrow anything from another candidate during the examination.

All **pencil cases** must be **transparent** – use a polythene bag if necessary.

You **MUST** write in **BLACK INK**. Coloured pencils or inks may be used only for diagrams, maps charts etc.

The use of correcting fluids/tape/correcting pens, erasable pens, highlighters and gel pens is not allowed.

You may use a calculator, unless you are told you must not. Make sure that your calculator works properly and that you have removed any cases, printed instructions or formulae before the examination.

You **must not** use a dictionary or computer spell-checker unless you are told that you may do so.

Tell the invigilator at once:

- If you think you have the wrong question paper or do not have the materials listed on the front of the paper.
- If the question paper is incomplete or badly printed.
- Read carefully the instructions printed on the question paper and/or answer sheets and fill in the details required on the front before the start of the examination.

Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.

You must put your correct **FULL** name on examination papers – **NO SHORTENED VERSIONS**.

You **must not** write inappropriate, offensive or obscene material in your examination script, draw on your examination script, be disruptive or use offensive language or disobey an invigilator. **This could lead to disqualification from all of your examinations**.

If during the examination:

- you have a problem and are in doubt about what you should do)
- you feel ill ) - **PUT UP YOUR HAND**
- you need more paper )

You must not ask for, and will not be given, any explanation of the questions.

**You will not be allowed to leave the examination room until your examination has ended.**

If you have used more than one answer sheet, you must place them in the correct order, making sure that the Centre Number, your candidate number and the unit/component code are at the top of each sheet.

You must not leave the examination room until all of the examination papers have been collected and the Invigilator gives you permission to do so.

You must not take from the examination room any examination stationery, rough work or any other materials provided for the examination.

**Failure to follow the rules of the examination room could lead to disqualification from one or more of your examinations.**

If you have any problems, please ask for Mr Wilson at Oak Reception.

**GOOD LUCK!!**