

Examination Expectations 2019

- **Attendance**

There are two sessions during the external examination season.

Morning session STARTS at 8.30am

Afternoon session STARTS at 1.30pm

Students are expected to be outside the examination venue **15 minutes** before.

You must contact the school if there is a known absence.

- **Timetables and Statement of Entry**

All students are expected to check their individual examination timetable and Statement of Entry, making note of the times of each session.

- **Examination clashes**

Students **MUST** check their timetables carefully and if there are any clashes students must see Mrs Smith as soon as possible. In most cases the longer exam will be held in the morning session and the shorter one in the afternoon. Students will go into isolation between sessions but will have access to revision materials. Electronic equipment is not permitted during this time. Students must also bring refreshments as they will not be permitted to eat lunch in the Bistro.

- **In the examination room**

Students must **NOT** talk or communicate with each other in the examination room.

If a student believes he does not have the correct examination paper, support material or access arrangements he must alert an invigilator before the start of the examination.

- **Uniform**

Students must follow the school regulations regarding uniform during the examination period. Students must be clean-shaven, with no visible piercings and hair must remain neat and tidy.

- **Equipment**

Students are required to bring examination equipment in a clear pencil case as follows : Black pen (with spares), pencils, rubber, pencil sharpener, ruler, protractor, compass and scientific calculator (with no case attached). Students will be issued with an Examination Candidate Card which they **MUST** bring to every examination.

Students are permitted to bring a bottle of water into the examination but it must have no label.

- **Electronic Equipment**

Mobile phones and other electronic devices should not be brought into the examination room. Failure to observe this regulation will lead to disqualification. Please note that the school will **NOT** be held responsible for devices which are handed in and left in the School Office.

- **Consequences**

Any breach of these regulations will be referred to the Examinations Officer and the Head of Centre.

Parents will be contacted and action taken may include removal from the examination or from further examinations by that examination board.

Examination Expectations Contract

Agreed and signed by student:

Name **Tutor Group:**

Student Mobile Number
(in case of late attendance)