




If you follow the Rules and Regulations the Exam Season will run smoothly and successfully

<p style="text-align: center;">1</p> <p>You MUST be on time for ALL of your exams – read your timetable carefully.</p> <p>If you are running late for any reason or you are sick, you need to contact your Year Team immediately via email or phone.</p>	<p style="text-align: center;">2</p> <p>Morning exams start at 9.30am</p> <p>Afternoon exams start at 1:15pm</p> <p>Exam times are written on your individual exam timetable</p> <p>You must arrive at least 10 minutes in advance of the exam start time.</p> <p>You will be called into the exam room and you must then find your seat. This will be printed on your individual timetable. Seating lists will also be displayed outside the exam room.</p> <p>If you lose your timetable please come to the Exams Office and request a new one.</p>	<p style="text-align: center;">3</p> <p>Possession of a mobile phone or any electronic device that can connect to the internet or has a data storage device (an iWatch for example, iPod, MP3 player) is strictly forbidden and not allowed inside the exam hall/room even if it is switched off. If you break this rule then it will result in disqualification - not just from one exam – but possibly from all of them.</p> <p>You must not become involved in any unfair or dishonest practice in any part of the examination.</p> <div style="text-align: center;">  </div>
<p style="text-align: center;">4</p> <p>Remember you are not allowed to bring any papers or books into the exam with you – if necessary texts will be provided for you.</p> <p>You will be asked to check your pockets for unauthorised items.</p> <p>Possession of unauthorised items is breaking the rules – even if you have no intention of using them.</p> <p>Calculators – if they are allowed – must be cleared of any stored data in the memory. All covers must be removed and placed on the floor under your exam desk.</p>	<p style="text-align: center;">5</p> <p>You are allowed to bring WATER, in a clear plastic bottle – the label must be removed. Squash will be tipped out and replaced with water.</p> <div style="text-align: center;">  </div> <p>NO food is allowed in the exam room.</p>	<p style="text-align: center;">6</p> <p>Your pencil case should be clear plastic and remember to use black pens. You must bring all the equipment you may need for each exam.</p> <p>No correcting pens, highlighters or gel pens can be used in your answers.</p> <div style="text-align: center;">  </div> <p>You must not borrow anything from another candidate during an exam.</p>

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7

Once you enter the sports hall/exam room you should not talk to anyone else – you are now under **strict examination conditions**.

You must **not** turn around. You must face the front of the room and **listen** carefully to the invigilator.

Watches should be removed and placed on your desk.

You need to understand that disruptive behaviour and cheating in any form will not be tolerated.

You risk being disqualified from the exam you are sitting plus any other exams you are taking this season.

8

If you have a question before or during the exam – raise your hand. An invigilator will come to you.

Do not talk to or try to communicate with anyone other than an invigilator once in the exam room.

If you have a question or need extra answer booklets, tracing paper, a tissue, the toilet.... the invigilator will try to help you.

9

If you use a word processor in exams make sure you

- save immediately – date, name, exam information.

- put your candidate number, centre number, name, exam name and codes at the top of the word pad document **and** on the examination paper (if using this as well).

- Remember to use double line spacing and 12 pt font

SAVE REGULARLY. The school is not responsible if you do not save your work and lose it – you will **NOT** be given the exam time again. Remain seated at the end of the exam as you will be taken to the IT Office, where your work will be printed and you will be asked to check and sign it to confirm it is all there.



10

Make sure you have the correct paper in front of you – if not, raise your hand and speak to an invigilator immediately.

Read the paper carefully and follow the instructions.

Cross through work you do not want to be marked.

Sit at your desk once the exam is over until you are told to leave row by row.

Some students may still be working, leave silently so as not to disturb them.

Do not talk until you are completely outside the sports hall / exam venue.

Do not remove anything from the exam room other than those items you brought in.

11

EMERGENCIES – remain seated and silent and follow the instructions of the invigilators.

If you need to evacuate the exam room, the invigilators will escort you to the 3G Pitch where you will be registered. You **MUST** remain silent.

When instructed you will re-enter the exam room in silence and be told when to re-start. The time of the disruption will be added on to the exam time and special consideration will be applied for from the exam board.

12

FINALLY – If you have any questions about mocks or exams, speak to someone!

- Speak to your family
- Speak to your form tutor
- Speak to your Head of Year
- Speak to pastoral support
- Speak to me! Mrs Jones in the Exams office or email me on jjones@rossettschool.co.uk