

March 2018

Dear Student

As you are working hard towards your exams this summer, we are working hard to ensure the session runs as smoothly as possible. Please read the information below to explain some of the rules and regulations and some of the ways in which you can help your exams run smoothly.

Exam regulations - these are placed outside every exam room and attached to this message. Please read these. You must not communicate with any other student once in the exam room, verbal or non-verbal. Please get your equipment ready outside the exam room so as soon as you enter you can leave your bag and find your desk. Please do not attempt to find desks for other students. The invigilators are there to support. Prior to entering the room, please remove any writing on hands (even if it is not related to the exam) and ensure that you do not have any notes/work with you that have not been specifically allowed. This will enable us to start the exam promptly.

Mobile Phones - Unfortunately every year at least one incident is reported by us to the exam boards regarding mobile phone malpractice. This often leads to cancellation of the paper, and can lead to the subject disqualification. Mobile phones MUST NOT be in your possession, but must be either handed in to an invigilator, kept in your school bag or left at home. The mobile phone must be switched off (not just on silent) and if the phone has an alarm that goes off even when the phone is switched off, the battery must be removed. It is our aim to ensure no student is disturbed by a mobile phone going off, and also our aim that no student has to be reported as their phone has disturbed an exam or is found on their person.

The same regulations apply for Ipods, Smart watches and any other electrical devices with digital communication. Watches must be taken off and placed on desks, and watches with alarms must be left outside the exam room.

Exam clashes - A number of students are entered for exams that are scheduled to be sat at the same time. These students have been contacted separately. However, if you notice that you have an exam clash and you have not received a separate email, please contact me or Mrs Taylor urgently to ensure appropriate arrangements can be organised.

Equipment - It is your responsibility to ensure that you are correctly equipped for each of your exams.

- **BLACK PENS** - All exams must be written in black pen. Exam papers are scanned to the examiners and any other colour is not picked up in the scan. All students must ensure they have a supply of black pens to bring to their exams.

- **CALCULATOR** - A calculator will be needed for Maths (apart from non-calculator GCSE), Sciences, Business Studies and Economics exams. If the calculator has a lid, it must be removed and left in your bag or handed to an invigilator.
- **SUBJECT SPECIFIC EQUIPMENT** - some subjects require additional equipment. You will need a ruler, protractor, compass, pencil, rubber for Maths for example, and Geography and Technology will require colour pencils. You will have been told what additional equipment they need for your exam by these subjects.
- All items on your desk must be see-through/clear with no writing on. This means that all pencil cases must be see-through and plain, any bottles of water must have the label removed, tissues must be removed from the packets, glass cases and geometry cases must be left in bags.

Students who forget equipment will be disadvantaged. It has on some occasions been possible to supply a student with a piece of equipment if their own is broken, has run out or been forgotten, but this not only causes undue stress to the student, it also disturbs other students and can delay support needed by a student. Clearly this is not satisfactory, and if you realise on the day of your exam that you do not have a piece of equipment, please borrow equipment from the school office, from your teachers or from your friends before you arrive to the exams room. This will also ensure the exam can start promptly and smoothly.

Punctuality – You must be outside your exam room by 8.45am for morning exams, and by 1.15pm for afternoon exams, unless the exam timetable states otherwise (e.g. you have a clash). Please ensure you leave home early to enable you to arrive in good time for your exams. A cancelled bus, or heavy traffic will cause you undue stress, and late arrivals to the exam room disturb the students sitting the exam. If, due to exceptional circumstances, you may arrive late for your exam, please contact the school office as soon as possible and they will pass message on to the exams office.

Illness - Unfortunately, we experience a number of students each session who do not feel well during their exams, or who suffer an accident. Please inform me/Mrs Taylor as soon as possible as it may be possible to make arrangements for you to help you through your exams. If you feel unwell on the day, please speak to me, Mrs Taylor or any of the invigilators and we will do all we can to support you. In some cases, it is possible to apply for special consideration - an up to date note from the doctor is required within 2 weeks of the exam.

If you require toilet breaks during your exams, please come and see me/Mrs Taylor. The invigilators will not need to know the reason, but can support you and make arrangements to sit you in an appropriate place to cause minimum disruption to the exam.

In addition, if you are experiencing difficult circumstances which are impacting on your ability to revise and/or focus during your exams, please inform me/Mrs Taylor as a matter of urgency. We will endeavour

to support you, as permitted by the exam boards, and in some cases we are able to apply to the exam boards for special consideration.

Clothing - You must arrive in full school uniform. Students not in uniform will be sent to their Head of Year to organise clothing or to remove nail varnish, and may delay the start of their exam. Additionally, we encourage you to dress appropriately (within uniform guidelines). This means bringing a jumper/cardigan if your exam is in the Sports Hall or Gym as these rooms can be cool even on a hot day.

We hope to ensure the session runs as smoothly as possible for all students sitting exams this year. Please speak to me or Mrs Taylor if you have any queries or concerns.

Thank you.

Yours sincerely

Mrs W Lovell

Exams Officer