

Examination Advice for Students

- Make sure you have had a good night's sleep and have eaten breakfast.
- Arrive in good time. Ten minutes before the start time of your examination.
- You must be in full school uniform. Do **not** bring with you watch, mobile phone, MP3 or iPod to the examination.
- Contact the school if you are going to be late, absent or unwell – if we know you are having a problem, we may be able to help you.
- If you do arrive late, report to the school office and inform them you need to enter an examination late. A member of staff/ invigilator will escort you to the examination room. Please check you are prepared for the examination and have no unauthorised items with you, before entering the venue.
- Check the seating plan (on the board outside the venue) so you know where you **must** sit.
- Bring all the equipment you need for your examination; black pens, pencils, calculator etc.
- You may bring a clear bottle of water with the label removed, **no** fizzy drinks. Make sure you have been to the toilet before the examination.
- Once in the examination room you must abide by the regulations and must **not** communicate with any other students - you may be disqualified.
- Listen to the instructions of the invigilator carefully. Put up your hand if you have a question.
- When you start the examination, follow the instructions from the front of the examination paper. Take a few moments to read the question paper carefully.
- The start and finish times for each subject, will be displayed on the whiteboard at the front of the venue.
- If you need any assistance during the examination, put up your hand and wait for an invigilator to come to you.
- You must **not** leave the room until told to do so by an invigilator.
- At the end of the examination, do **not** communicate until you have left the examination venue. However, please be mindful of other students still completing their examinations around the school.
- Examination regulations are imposed by the Joint Council for Qualifications (JCQ) – we **must** abide by them, any student found to be contravening them is reported to the Examination Board.

If you have any problems speak to your Tutor, Teacher, Head of Department or Examinations Officer.

Please see the school website to familiarise yourself with the Joint Council for Qualifications (JCQ) examination regulations.