Examination Instructions for Students

- Make sure you **know exactly when and where your exams are**. All dates and times are shown on your individual Exam Timetable which can be viewed via Edulink One.
    - **Where do I go?**
        - For exams in the:
            - **Sports Hall** wait in the **East Wing Gym**
            - **Theatre** wait in the **Quad**
            - **Stage** wait at the top of the Maths corridor **near the West Gym**
    - **When should I get there?**
        - For exams at:
            - 8:45am get there at **8.35am** (**register first** then go straight there)
            - 11:30am get there at **11.20am**
            - 2:00pm get there at **1:55pm**

- **Go to the toilet beforehand.** Toilet breaks are not normally permitted during exams. Students may only leave the exam room in *exceptional circumstances* and must be accompanied by an invigilator.

  Be aware that if you do have to leave the exam room with an invigilator:
    - the invigilator **may not be able to accompany you straight away**
    - you must not have any unauthorised items on your person; **you will be asked to empty all your pockets and unroll your skirt** if applicable
    - all **incidents of students leaving the exam room are recorded**; we may use this information to investigate suspected malpractice

- **Check your seat number** so you know where you are sitting. You can check your seat number via **EduLink One the day before** the exam. **Seating lists will be displayed** outside the exam room.

- Make sure there is **no writing or drawing on your hands (or other part of your body) before or during the exam.** This could be interpreted as cheating.

- Bring **all of the equipment needed** for the exam
    - This should be in a **clear** pencil case or plastic bag
    - Basic items include: **BLACK** pens, pencils, eraser, ruler and sharpener
    - Ensure you bring in **ALL the correct equipment** for each exam. **Do not assume we will provide missing items (especially calculators)!**

- **Do not use Tippex, erasable pens, highlighters or gel pens in your answers.**

- **Drinks bottles** must be made of **clear plastic with no logo, motif or label of any kind**.

- **Mobile phones, watches** and **earphones/earbuds are not allowed** and must be handed in.

- You **MUST be silent in the exam room**. You must not talk until you leave the exam room.

- You are **not allowed to leave the exam room early** even if you have finished your exam.

- If you need to speak to the invigilator for any reason**, put your hand up (do not call out)**.

Students who do not respect the rules will be reported to a member of Senior Leadership who will determine the appropriate level of sanction.

LATE ARRIVAL

Should you arrive late it is up to the Exams Officer to decide whether you will be able to sit the exam. This will depend on how late you are and the reason for the delay.

MISSING AN EXAM

If you miss an exam it will be rescheduled by the Exams Office and you will be given a green catch-up slip details of which will also be emailed to you and your parent/carer. If you miss multiple exams you may not be able to catch-up on all of them during the mock exam period; we will prioritise English, Maths and Science. Your subject teacher(s) will speak to you about arrangements for any exams you were not able to sit during the mock exam period.

WHAT TO DO IF THE FIRE ALARM SOUNDS DURING AN EXAM

These instructions must be followed in **complete silence**.

- Stop writing; do not attempt to finish the sentence you are writing.
- When asked, leave the room in silence. Leave all equipment in the exam room, including the examination papers.
- As you leave the room DO NOT communicate with anybody.
- You must follow the invigilator/staff member in front. Line up as you were sitting in the exam.
- When you return to the exam room, do not start writing until the invigilator tells you to. The time lost will be added on at the end of the exam.

Listen carefully to instructions and do not panic.

If you have **any questions or concerns** about your exams please **email the Exams Office** (exams@blatchingtonmill.org.uk) ***as soon as possible***.

Do not wait until the morning of the exam to ask questions as the Exams Team will be extremely busy and may not be available to help you!