

Examination Instructions for Students

- Make sure you **know exactly when and where your exams are**. All dates and times can be found on your individual Exam Timetable.
- **Be on time.** You must be at the **East Gym / Theatre 10 mins before the start time** of your exam.
- **Go to the toilet beforehand.** Toilet breaks are only permitted after the first 60 minutes and before the last 15 minutes of the exam.
- **Check your seat number** so you know where you are sitting.
 - **Sports Hall** - check your seat number via **EduLink One the day before** the exam.
 - **Theatre** – check the **seating plan on display** outside the exam room.
- **Full school uniform** should be worn for all exams.
- 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 **only 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.
- **Do not doodle or draw** on your exam answer booklet or on your candidate card.
- 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 removed from the exam room and interviewed by a member of Senior Leadership and may be disqualified from one or more of their exam papers.

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 to one of the catch-up sessions which take place at the end of the mocks. There are only a limited number of catch-up sessions so you may not be able to sit all of the papers you have missed. We will prioritise English, Maths and Science exams and then option subjects.

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!