

Year 11

Exams Expectations/ Procedures For Summer 2022

Mrs Court - Exams Officer



Regulations – Make sure you understand the rules

- 1 Be **on time** for all your exams.
- 2 If you break the rules in any way, you **could be disqualified from all your subjects.**
- 3 You **must not take** into the exam room:

- (a) notes;
- (b) a mobile phone or similar device, or a watch.



Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 4 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 5 You must not write inappropriate, obscene or offensive material.
- 6 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 7 Do not borrow anything from another candidate during the exam.

Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive 15 minutes before the start of each exam.
- 2 Only take into the exam room the equipment which you need for the exam- Any pencil cases taken into the exam room must be see-through.
- 3 You must write clearly and in black ink



NB: Attendance at all exams is compulsory- any unauthorised absences will result in a full charge for the exam entry. If you do need to be absent due to a medical condition you must obtain a doctor's note so special consideration can be applied for if appropriate.

Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper.
- 3 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
- 4 Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

Advice and assistance

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Put up your hand during the exam if:

(a) you have a problem and are in doubt about what you should do;

(b) you do not feel well;

(c) you need more paper.

2 You must not ask for, and will not be given, any explanation of the questions.

At the end of the exam

- 1 Do not leave the exam room until told to do so by the invigilator.
- 2 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
- 3 You must remain in silence until you have left the exam room.

Covid Specifics

Face Masks

- At present there is no requirement to wear a face mask in exams.
- Should you wish to then you will be required to store yours with your bags etc and you may then ask the invigilator for a new disposable mask that you may wear into and during the exam.

Other Details

- **Food is not allowed.** (Unless there is a specific medical need previously approved by the exam officer / Head of School).
- **Drinking water will be allowed** in a spill proof cap bottle. There must be **no labels** on the bottle.
- You must be in **full school uniform** (in the event of hot weather you will be allowed to remove jackets and ties if needed) to be granted access to the exam venue by the Invigilator team.
- Invigilator checks

Be prepared

Remember Don't worry! Stress, anxiety and nervousness are all very normal human emotions. You can manage these emotions by being as prepared as possible.

- Familiarise yourself with your exam venue
- Have all of your equipment ready
- Get a good night's sleep

And of course...

- Revise- there is still time!

Good Luck with your exams!

