



Candidate Briefing – Exam information

Preparation before your exams

1. Make copies of your timetable and put them up at home. Let other family members help make sure you are where you need to be on the correct day. **KNOW YOUR DATES AND TIMES!**
2. Don't be late! Exam arrival times are 8:30am and 1:30pm (LC 1:15pm). If you arrive late, please report to Reception, do not enter the exam room. Exam Boards decide whether late papers can be submitted.
3. If you are unable to attend your exam due to sickness/Covid, please get your parents to call Mrs Sebire (01428 726544). Please note you will not be able to resit this exam at a later stage and medical evidence will be required.
4. Bags can be left on the landing at the top of the stairs before entering the exam area (Rooms 8, 9, 10 and Le Marchant).
5. **Notes, books, papers, iPods MP3/4players, mobile phones and watches are not permitted** in the exam room. Should any of these be found on you, it may lead to disqualification. Valuables can be handed to Mrs Sebire before the exam and collected from Reception at the end.
6. CALCULATORS: no lids, cases, or covers are allowed. Ensure your calculator does not have printed formulae or instructions anywhere and that you have cleared anything stored in the memory.
7. WATER BOTTLES should be completely clear with no writing. If in doubt, get a bottle of water and remove the label.
8. PENCIL CASES should be see-through with no writing on them. If in doubt, use a clear plastic bag.
9. Check that you have all the materials you need for the exam.
10. Your teachers will collect your textbooks on the day of your last exam for that subject. Any remaining textbooks can be dropped off at the **College Hall between 8:00-10:00am on Monday 27 June.**





During your exams

11. Check that you have been given the correct paper for the day, date, time, subject, unit/component and tier (GCSE subjects in particular). Do not open your paper and start writing until instructed by the invigilator.
12. Fill in your personal details EXACTLY as they appear on your candidate card, including any middle names.
13. You must write clearly and in **black ink**. You may use pencil for drawings and rough notes and coloured pencils for diagrams, maps, charts etc. You must not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. You may use highlighters for your own benefit on the question paper if you wish.
14. You must not write inappropriate, obscene, offensive material or doodles on exam papers. You are responsible for making sure your writing is legible.
15. Do your rough work on the exam stationery. Make sure you add your candidate details to any additional answer sheets you use, including those for rough work. Everything must be handed in.
16. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Word processor candidates must follow separate instructions carefully e.g layout, headers.
17. If you need to attract the invigilator's attention, you must only put up your hand.
18. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. 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.
19. Do not become involved in any unfair or dishonest practice during the exam.
20. You must not communicate, including body language/gestures, in any way, ask for help from or give help to another candidate while you are in the exam room.
21. If you need to use the toilet, you will not be given this time back except in exceptional circumstances at the discretion of the EO.
22. You may not leave the exam before the designated finish time. Extra time candidates may be allowed to leave before the end of their ET at the discretion of the EO.



23. If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.

After your exam

24. Please do not leave the exam room until told to do so by the invigilator. Leave the area in silence to avoid disturbing other candidates in the same/other rooms.
25. Do not take the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
26. You are not to discuss/post anything about the paper online or on social media. There may be students with clashes writing the paper the following day and may lead to disqualification if you do.

You've got this, good luck!