



PRELIMINARY EXAMS 2024

(These regulations and the timetable can also be found in Firefly under 'Examinations – Year 13 Prelims).

Exam Room: Perrot Hall (EC) / main Hall (LC)

Start of the Exam:

Students must arrive at least 10 minutes before their exam start time.

Meeting point Elizabeth College: please congregate in the quad outside Reception (or if raining, in the Sixth Form Centre) ready to be called to the exam room. Bags should be left in the Sixth Form Centre.

Meeting point The Ladies' College: please meet outside the main hall.

Morning exams start 8:30am, please meet **at 8:20am**

Afternoon exams start 1:30pm, please meet **at 1:20pm**

- **Notes, books, flashcards, iPods, MP3/4 players, AirPods, earphones/earbuds, mobile phones and watches (all types) are not permitted** in the exam room. Remember, possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to a penalty and possible disqualification. Valuables can be handed to Mrs Sebire before the exam and collected from Reception after your exam. Tissues are available in the exam room.

- **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.
- **WATER BOTTLES** should be completely clear with no writing. If in doubt, get a bottle of water and remove the label. No food is allowed in the exam room.
- **PENCIL CASES** should be see-through with no writing on them. If in doubt, use a clear plastic bag.

Check that you have all the materials you need for each exam.



Exam Access Arrangements

If you have Exam Access Arrangements (i.e. extra time, a laptop, coloured paper etc), these will be in place for you for your exams.

Conduct during exams:

- Enter the exam room in silence and find your seat (your candidate card will be on your desk).
- Follow the invigilator's instructions and do not open the question paper or start writing until you are told to do so by the invigilator.
- You must not borrow equipment once the exam has begun – ask the invigilator.
- No talking during the exam.
- You **must** use **BLACK** ink for written answers. Gel pens and highlighters **must not** be used in your answers (but can be used to highlight things on the question paper). Pencils should **only** be used for diagrams, etc.
- You should not use correction fluid/eraser pens. Mistakes must be crossed out.
- If you need to attract the invigilator's attention, raise your hand.
- Do not become involved in any unfair or dishonest practice during the exam.
- 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.



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- If you need to use the toilet, you will **not** be given this time back except in exceptional circumstances at the discretion of the Exams Manager.
- If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.

These are Exam Board regulations!

Finishing the exam:

Please do not leave the exam room until you are told to do so by the invigilator. You will not be allowed to leave the exam early. Make sure you spend any spare time checking your answers and proofreading.

Once instructed, leave the area in silence to avoid disturbing others.

Take out of the exam hall only what you took in. Do not take the question paper, answer booklets used or unused, rough work or any other materials provided for the exam. Please also leave your candidate card on your desk.

If you are not due to remain at College for another exam, you should leave College once your exam/revision session is over. Where exams finish whilst lessons are still ongoing, it is particularly important that you do not cause a disturbance to these lessons (e.g. no use of the hardcourt).

Absences:

In order for us to protect the integrity of all prelim exam papers, and to comply with Ofqual's guidance above, in the same way you would need to provide medical evidence (i.e. a doctor's letter) to the Exam Board for any absence, we would also require this evidence for any exams missed during Prelims. Please could parents call/email Mrs Sebire (01481 726544, ksebire@elizabethcollege.gg) as early as possible to let me know you will be absent.

All prelim information can be found on Firefly:

<https://elizabethcollege.fireflycloud.net/examinations/year-13-prelim-exams>