

The Rules and Routines
you **NEED** to know when
sitting your exams over the
next 5 weeks.



What do I do when I get to school?

Attend on time as normal



Then.....

Line up for the exam briefing if you have an exam!

Or

Go to your normal timetabled lessons





What will I be doing in my lessons?

If you have a lesson and haven't sat the examination for the subject, you will be revising and preparing with your teacher.

If you have sat the examination for the subject, you can revise for another subject but you cannot move classrooms or join other groups.

You **MUST** carry revision materials with you as you will not be allowed to leave lessons to collect resources.

House teams and class teachers will be closely monitoring this and sanctions will be put in place if not followed.



What is an Exam Briefing ??

The Exam Briefing is a compulsory part of your scheduled examination.

Start time 8:50am (morning exams)

Start time 12:50pm (afternoon exams)



You will sign in on entry to the hall and be given important information from your subject teachers to ensure you are fully prepared for the exam.

You will then have approx. 5-10 minutes to speak to the teachers, use the bathroom again, relax, get ready for the exam.

Staff will then organise you into groups and take you down to the sports hall, Gym, LRC or place of examination.

Why is the exam briefing so important?

When you sign in to the exam briefing, you will also be registered by the House team's.

If you aren't there House team's will contact home immediately.

House teams will also report to Miss Law who hasn't arrived for the exams.

If there is no contact from home or information a student is running late, a home visit by Miss Law will be implemented.

If a student is unfit for any exam a medical letter from a doctor will be required.



In the examination room you must not have access to:

iPods

mobile phones

MP3/4 players

ear phones

smart watches and wrist watches



This means that all unauthorised items must be left outside of the examination room

You have 3 options:

Hand in to staff to secure during the exam briefing

Switch off completely and secure inside your bags

Or preferably leave them at home.



When you are in the Examination room:



You must be under examination conditions from the time you enter the room in which you will be taking your examination. This also includes the LRC or any other examination room.

DO NOT touch anything until instructed to do so.

When prompted you must: write clearly and in black ink; write your name, surname, centre number, candidate number on your answer booklet and on any additional answer sheets used.

You must not use:

correcting pens, fluid or tape

erasable pens

gel pens

highlighter pens in your answers (although you may use them to highlight questions, words or phrases within the question paper)



The Exam has started



If you feel you've forgotten everything, it may be just nerves. Take a few deep breaths to help you stay calm.



Read the instructions; make sure you know how many questions to answer.

Take your time, read all the questions carefully until you understand exactly what is needed.

Look for the command words. Identify key words before you answer the question.

When it's the end of the exam...



If the exam time is up and an invigilator has instructed students to stop writing, are we allowed to get up and walk around or talk?

No.

You must remain seated under examination conditions until you are instructed to leave the examination room. Failure to do this could cause malpractice and failure of the exam for you and others.



The Routines for a Morning Exam



Set alarm!

Wake up and ensure you have a drink and breakfast...no snooze button!! Plan adequate time to get to school..Full school uniform.

Arrive to School

Attend Exam Briefing (Main School Hall)
8:50-9:20am

All morning exams start at:
9:30am

Most exams finish and then straight into break....

Normal timetabled lessons, attend them all!



The Routine for an Afternoon Exam



You will already be in school, so stay hydrated!

Ensure you have a drink and something to eat during lunch. Plan adequate time to eat, use the bathroom, relax.

Break 12:20-12:50pm

Attend Exam Briefing (Main School Hall)
12:50-1:20pm

All afternoon exams start at:
1:30pm



Most exams finish and then straight into tutor....

Complete revision sessions in school or at home.

Unexpected Problems

Sickness

If you are sick on the day of your exam, please ring school to let us know as soon as possible.

You will need a medical certificate. So you must attend the Drs to get one.

Genuine Lateness....

Get to school as soon as you can, please ring school to let us you are on your way. The exams officer will be able to make special arrangements.



THE RULES....Warning to Candidates :

1. You must be on time for all your examinations.
2. You must not become involved in any unfair or dishonest practice in any part of the examination.
3. You must not:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
- 4. Possession of a mobile phone or other 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.**
5. You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You must follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.



GOOD LUCK !!!!!

