

#### EXAMINATION INFORMATION FOR PARENTS

##### Preparation for exams

- Timetables are given to students for mock and summer exams
- Exam procedure booklets for summer exams, issued towards end of April
- Equipment is available to purchase from the library (clear starter pencil case 80p, with maths equipment £1.40, calculators £6.25)
- Exam ID card showing candidate number is provided by school
- Wear suitable clothing especially for mocks, can be chilly, need layers

##### Exam room information

- Students need to check the library window for exam details before each exam
- Bags, mobile phones and smart watches are not allowed in the exam room
- Arrive on time. Morning exams start at 9.00am and 1.00pm in the afternoon
- Bring correct equipment for each exam and must have their ID card
- Enter the room in silence, sit down at their allocated seat. Must sit quietly and wait for everyone to be seated
- Information is given out by the lead invigilator. They will always read the front of the exam paper before the exam actually starts. This is a regulation and must be done before each exam can commence.
- Students must always write their **full name**, candidate number and any other information required on the front page before starting
- All information needed regarding the exam paper is shown on the board at the front of the exam room
- Invigilators are present not only to ensure exam regulations are adhered to, but also to support the students
- Mobile phones, iPod's, MP3/4 players and smart watches are not allowed in the exam room. If any prohibited equipment is found it will be reported to the exam board.
- Watches must be placed on the exam desk and not worn on the wrist. Calculator lids must be placed under your chair before the exam begins
- If a student is found to be cheating during an exam it will be dealt with severely
- Drinks – water only in a clear bottle with label removed
- No scribbling on the exam desk or the exam paper
- Some exam papers have blank pages in the middle, be aware this is not always the end of the exam paper
- At the end of the exam students need to listen to instructions from the lead invigilator and sit quietly whilst all the exam papers are collected
- Students are let out of the room in rows
- If students are unwell on the day of the exam, contact the School Office as soon as possible
- Students with concerns or questions can come to the Exam Office, talk to the Head of Year or their teacher who will be glad to help them

##### GCSE Results day

- Thursday 22 August 9.00am – 11.00am. Any results not picked up will be posted to student's home address
- Exam summer certificates will arrive in school mid November. Keep certificates in a safe place as they are expensive to replace (approximately £40 each)
- If considering any remarks of summer exams, it is important to take time to discuss the possibilities with their teacher and to look at the grade boundaries. The deadline is usually towards the middle of September. Sometimes requesting the exam scripts back can be of help rather than a remark. The deadline for this is in late September. Information regarding remarks and scripts will be available in the Examination Procedures handbook