EXAMINATION PROCEDURE FACT SHEET

Read the following information carefully and **ask** if you are unsure as it is essential that you attend the examinations fully prepared.

Start Times:

Morning	**- 09:00**
Mid-Morning	**- 11:00 (or 11:30 – consult your timetable)**
Afternoon	**- 13:30 (N.B. some exams will finish after 15:00)**

Assemblies will be cancelled.

Location: Examinations will normally take place in the Main Hall, with some students being located in other venues. (These students will be notified individually).

You will be required to line up 15 minutes before the exam start time in 'A' Block playground in alphabetical order within teaching groups, unless directed by a member of staff. You must be on time to avoid delaying other exams.

Keep your timetable safe.

Dress: Year 11 School Uniform **must** be worn. No trainers in the Main Hall. **You will be sent home** to change if you are dressed incorrectly. If it is cold, wear additional layers under your uniform, **NOT** over it.

Behaviour: Candidates are reminded that they **must be silent at all times** in the examination hall and they **must face their front**.
Failure to comply with JCQ examinations rules will result in a referral to the Head of school. **JCQ rules are attached**

Communication includes:
- **Talking**
- **Smiling at each other**
- **Writing on desks.**

Candidates must remain in their seats in silence until the examination is formally finished and the papers checked in. Dismissal will be in silence.

Equipment: **All writing equipment must be in a clear see through bag. You will need:**

2 pens - black	**2 pencils**
rubber	**ruler**
sharpener	**coloured pencils**
protractor	**NB: provide your own calculator**

APART FROM CALCULATORS, ELECTRONIC DEVICES ARE NOT PERMITTED IN THE EXAM VENUES. ALL WATCHES MUST BE PLACED ON THE SIDE OF YOUR DESK.
ALL BAGS SHOULD BE LEFT IN THE CAGES NEAR THE BEEHIVE.

CANDIDATES ARE REMINDED OF THE NEED FOR GOOD ENGLISH AND CLEAR PRESENTATION IN THEIR ANSWERS.

GOOD LUCK!