

Exam briefing Notes – Any other queries not covered below please contact Mrs Bargh

All exams (with a few exceptions- eg Language listening papers) will be taken in the Sports Hall. The room will have (around the walls) A-U (lengthways) and 1-12. (width ways)

Anyone requiring computers will be in row A. Anyone with extra time will either be in row A or row B. If you forget your seat seating plans for each day will be on the Technology Entrance windows.

Line up outside the Sports Hall next to the associated letters/numbers for that exam on your statement of entry by 9am/12:50pm or 10 minutes before your start time if it begins early. Some exams may start early in the morning or afternoon session so check your timetable closely and ensure that you are outside the Sports Hall at least 10 minutes before your start time. (If an early start please enter via the changing rooms)

You must be on time for all your examinations.

In the summer you will enter by the far double doors and fill up from the front to the back. You will exit through the changing rooms. In In bad weather you may need to line up in the Technology corridor.

All the timings for the individual exams will be on two large display screens along with a digital clock on each. The floor will be carpeted to reduce the noise.

Check list for statement of entry:

1. **Name** is 'known as' name. If this is not your legal name then please confirm this with me afterwards so your legal name is on your certificates. This is done to prevent issues at a later date when you may need to verify that you are the person named on the certificate.
2. Check your slip as you may have a **different letter/number seat** for the different exams.
3. Are all exams expecting on the sheet? If not must say before you leave this morning.

In the exams:

1. If you are going to be late please ring the School Office immediately. 010507522465.
2. Possession of a mobile phone or other unauthorised material is breaking the rules, even if you do not intend to use it. Please leave them in your lockers. Before any exam you will be reminded if you forget and you will need to hand the phone in. Raffle ticket stuck on it, you keep the other half to reclaim it. Please remove all watches.
3. You must not talk from the moment you enter the changing rooms in order to enter the exam quietly.
4. Bring your timetable to every exam as it will have your seat number on it.
5. You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. Bring all of the necessary equipment (including a calculator, ruler, pencil, rubber and a spare pen). You will only be able to use a transparent pencil case. All water bottles should be clear with no logos. All medication should be declared to Mrs Bargh and approved to be in the exam hall. If food is needed for medical conditions it should be unwrapped and suitable (ie non-crunchy)
7. You must follow the instructions of the invigilator and treat them with the same levels of respect as you would other members of staff.
8. If you are in any doubt about the paper on the table in front of you speak to the invigilator.
9. You will be dismissed by the invigilator at the end of the exam. You must remain silent in the Exam Hall even when the papers are collected in. Wait until you are away from the sports hall before you talk as people may still be working in the exam hall.