

Exam Guidance for Students



- If you discover an exam clash, immediately speak to the Exams Officer.
- Candidates should arrive at school at least 15 minutes before the scheduled start time for the exam. Exams will begin promptly at the stated time.
- All students are expected to wear school uniform and ID badges to exams. Failure to do so may result in you being unable to take the exam.
- If you arrive late you should go straight to the Exams Officer. You may be allowed to sit the exam, however a report will be sent to the Awarding Body who will ultimately decide whether the exam result can be counted.
- If you fail to turn up for an exam, and cannot provide adequate written evidence for your absence, you will be charged the full exam fee.
- Candidates should provide all the appropriate equipment necessary for the exam they are taking. There will be a small supply of spare equipment in the exam room for emergencies only. This must include at least two black pens, as well as pencils and erasers.
- Any pencil cases taken in to the exam room must be clear. An A4 'plastic wallet' or 'punched pocket' would be an alternative.
- Glass cases must not be left on the desk.
- Calculator covers should be removed from the desk, if possible. If not they will be checked by invigilators to ensure there are no notes/formulas written on them.
- Mobile phones are not allowed on desks. They must be turned off and kept in bags in lockers.
- All bags must be kept in lockers.
- All candidates must be silent when entering the exam room and remain silent throughout the exam. Talking could be considered as malpractice, which may result in disqualification.
- If you feel sick during the exam, or need to go to the toilet, raise your hand and wait for an invigilator. You will be escorted from the room and an invigilator will stay with you until you return to the exam room.
- No food is allowed in the exam room. A small clear bottle of water can be kept on your desk.
- Invigilators are not allowed to advise candidates during exams.
- Candidates will be expected to stay in the exam room until the end of the exam. If you finish your exam early, remain seated and remain silent.
- Results can be collected from the School in August. The collection date and time will be posted on the website. Alternatively, if you are unable to collect results in person, they can be posted home to you upon request and upon provision of a stamped self-addressed envelope.