

SCHOOL EXAMINATIONS – YEARS 7 - 9.

GUIDELINES FOR PUPILS.

This year, the school examinations for Years 7, 8 and 9 will be between Monday 16th May – Friday 20th May.

Some examinations will take place in the previous week, in normal lesson times.

The morning will be divided into slightly different sessions. On some days break will be at 10.15 between periods 3&4 and on some days break will be at 11.35 between periods 4&5. You will need to check your examination timetable carefully each day.

There will also be some lessons as normal. Check the timetable for these and bring the correct equipment and kit.

1. Registration will take place in the form room as normal.
2. Check carefully the location and time of all your exams.
3. You should wait in silence outside the examination room. Line up in register order.
4. Some of your examinations are in the hall. Year 7 should wait opposite Room 6; year 8 should wait opposite Room 5; year 9 should wait in the entrance hall.
5. If your examination is in a classroom, you should line up in register order and in silence outside the room and enter when the teacher tells you.
6. Do not enter the room until instructed by the invigilator. You should be silent in the exam room.
7. In the examination room you should sit where the invigilator tells you.
8. Make sure you have all the necessary equipment for the exam with you when you arrive at the room.
9. Only lid-opening or transparent pencil cases will be allowed on the desk. Alternatively, use a transparent plastic bag for your equipment.
10. Take calculators out of their wallets, if possible. Wallets are not allowed on the desk.

11. No personal mascots may be taken into the examination room. No sweets. You may bring water to the exam.
No bags may be taken into the examination room or left blocking the exits.
12. **No mobile phone may be taken into the exam room.**
13. **Examinations will be conducted in silence.**
14. If there is a problem, put your hand up and wait for the invigilator to come to you. **Do not call out.**
15. If there is time, you may **revise before the exam starts**. Make sure you have revision material with you. Place revision material under your chair before the exam begins.
16. **You may not revise or study any other material whilst the exam is in progress, even if you have completed the paper.**
17. Do not turn over the paper or head answer sheets until told to do so by the invigilator.
18. The invigilator will not answer any question relating to the content of the paper.
19. You may not leave the examination room for any reason. In an emergency you will be accompanied from the room.
20. When you have completed your paper, check your work carefully. Make sure that you have answered all the questions – don't leave any answers blank. Make sure that you have answered each question in sufficient detail to gain all the marks for that question (Check the mark allocation).
21. Make sure that your answer papers have your name on them and that pages are in the correct order.
22. Students who have access arrangements for written examinations will take these in a separate room, which is shown on the timetable.
23. If you are allowed extra time and are in the same room as other candidates, you should start before the others and finish at the same time. Make use of the additional time, particularly for reading the questions and planning answers.
24. If you use a laptop, you will take the exam in a separate room. In some subjects you may not need the laptop at all. In others you may answer short questions in writing on the question paper and longer questions using the

laptop. The choice is yours, but you must number your answers clearly and print off your work at the end of the exam. Talk to your subject teacher about the need to use a laptop or not for that subject.

25. **You should not attempt to communicate with any other candidate. This will be regarded as cheating.**
26. Even after the scripts have been collected, **do not attempt to communicate with other candidates.** Examination conditions and regulations apply until the invigilator declares them lifted.
27. The examination room should be left in a clean and tidy state before you leave the room.
28. **ANY BREACHES OF EXAMINATION REGULATIONS CAN BE REGARDED AS CHEATING AND PUNISHED ACCORDINGLY.**

D Johns March 2011.