

## External Examinations 2021-22: Information for Candidates

### Schedule

Keep your personal timetable safe. It has the times and duration of all your examinations, as well as information such as your candidate number and the centre number. **Memorise your examination number**, you will need this for all examinations. Use your legal name not preferred name for all examinations. You should check your timetable regularly - if you turn up at the incorrect session for a particular examination (e.g afternoon instead of morning), you will not be allowed to sit that examination.

### Start Times

Morning examinations begin at **8:30am** and afternoon examinations begin at **1:30 pm, unless otherwise stated**. Ensure that you arrive at least **15 minutes** before the start of the examination. Latecomers receive no extra time. If you are too ill to attend, you must telephone the school before 8.00am for a morning examination and before 12.30pm for an afternoon examination. **A doctor's note will be necessary if you miss any of the papers.**

### Seating Arrangements / Venue

Instructions as to the examination rooms, desk numbers and a seating plan will be placed daily on the Examination Notice-board found near the entrance of the canteen. The seating plan will contain your examination number and instructions regarding venue and desk number. The desks in the examination room will be numbered and pupils must sit in the seat allocated – **you must not change seat.**

### Behaviour

An examination is deemed to be in progress from the time you enter the room until all scripts have been collected and you have left the room. Therefore you must **enter and leave the room in silence**.

You must not talk, try to communicate or disturb other candidates in the examination room. If you have a question, need extra paper or equipment or need the toilet, you must put your hand up and wait for an Invigilator. If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your examinations'. You may not leave the examination room until the end of the examination.

### Equipment

Ensure that you have the necessary equipment, especially for mathematics. The school does not supply calculators. Only "see-through" pencil-cases are allowed on desks. Clear plastic bags are an acceptable alternative. All examinations require you to write in **Black Ink ONLY**. Ensure you have spares. Borrowing equipment from another candidate during the examination is not allowed. Errors should be crossed out. Correcting fluid must not be used.

### Phones/iPads/Smart watches etc

Any potential technological/web enabled sources of information such as an iPad, iPod, a mobile phone, a MP3/4 player or watch must be switched off and placed in your bag. All wrist watches of any type are no longer permitted to be worn or placed on your desk and must be removed and stored in your bag before entering the exam hall. Should a phone etc be found to be left on, even if in your bag, this could be deemed as malpractice by the exam board. Should a phone etc be found in your possession your paper will be **cancelled. Be warned! The examination boards have cancelled all other examinations too.**

### Coats and Bags

Coats and bags are not allowed at desks. They should be left at the front or back of the examination room as directed by the Invigilator. **DRINKS - bottled water only**, in clear plastic bottles placed on the floor adjacent to your seat with all labels removed.

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### **Uniform**

You will not be permitted into an examination room unless you are wearing full school uniform. The school rules regarding jewellery, hairstyles, make up etc still apply.

### **Fire alarm**

In the event of the fire alarm sounding, please close your exam books and put down your pen. The clock will be stopped on the exam and resumed when the alarm has finished. The invigilator will lead you out of the building if necessary. You must follow all instructions given by the Invigilator or Exams Officer – you remain under exam conditions.