

FAO All Year 11 Students – Information regarding GCSE Exams 14 May to 22 June inclusive

- Bags should not be brought to the Sports Hall or Main Hall. Students should leave their bags in the locked container in the back playground prior to entering the exam room. Students in F9 or small rooms will leave their bags outside the room.
- Exams will start at either 9.00am or 1.30pm. Make sure you arrive 15 minutes prior to the start time of each examination.
- Seating plans will be displayed on a board in the Keelan Centre before each exam commences. Seating is usually in candidate number order. Please make a note of which seat you are allocated before the exam to avoid a delay at the start of the exam.
- Please ensure you only bring the equipment needed for each exam. The school is under no obligation to provide equipment during exams. All items of equipment, pens, pencils and calculators should be visible to the invigilators at all times. You must use a transparent pencil case or clear plastic bag. Pens should be black ink or ballpoint. Calculators should not have lids.
- If you feel unwell during the exam you should put your hand up to attract the invigilator's attention.
- If you think you are going to be late for an exam, please ring reception on 01423 887254 and give an estimated time of arrival. If you arrive late for an exam you must go immediately to reception and report to Mrs Haley. If you arrive very late for an exam (more than one hour after the published starting time), the exam board will be notified and your work may not be accepted.
- If any of your exams are due to finish later than 3.30pm, you may wish to plan an alternative way of getting home.
- You will have been notified of any exam clashes. During clashes, you will be supervised by an invigilator at all times and will remain under exam conditions.
- **Mobile phones, IPODs, Watches, MP3/4 players, or any products with an electronic communication/storage device or digital facility MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If any of these items are found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made and you could lose all of your examination marks in that paper or even the entire subject.
- If you are caught cheating in anyway, you will be reported to the relevant exam board. Penalties for cheating can lead to the disqualification from the paper or subject.
- You will be able to collect your GCSE results from the Main Hall on Thursday 23rd August between 9.30am and 11.00am. If you wish anyone else to collect your results, written authorisation must be received before the end of the summer term. Any results not collected, will be posted out to the address held on school records.

For all guidance relating to GCSE Examinations, please read the GCSE Examinations Booklet which can be found on the school website. If you have any queries, please contact Mrs Haley.