

THE EXAMINATIONS

Most of your examinations will take place in the Hall, although some will be held in other classrooms. **The venue and seat information shown on any timetable issued is provisional and subject to change.** Before each exam, you must report to the terrace in front of the school and check the seating plans on the windows. Ensure that you know your venue and seat number for each exam. If your exam is in the Hall or EN9, you are required to line up in seat order in the designated columns on the front terrace. If your exams are not taking place in the Hall or EN9, go directly to the other venue and line up in seating plan order. You should arrive at your venue **NO LATER THAN: 08:45**

LATE CANDIDATES

If you realise that you are going to be late for the start of an examination you should telephone the school **straight away on 01425 273381.**

The school office will advise you what to do and will inform the Data and Examinations office.

ABSENCE

If you are unable to attend an examination because of illness, you must phone the school **straight away** and inform the school office.

EQUIPMENT

It is your responsibility to bring all the equipment you need, for all your examinations, in a **transparent** pencil case. Equipment cannot be provided. Black pens must be used, and remember to bring spare pens and pencils with you. If you are permitted to use a calculator this must be brought without a lid or instructions. Water must be in clear plastic bottles with a sports type cap and with **all labels removed.** No other drinks are allowed.

You should not bring bags, coats and valuables, as they are not permitted in the examination room. We are unable to provide secure storage or take responsibility for them.

Mobile phones and any other electronic equipment, including internet-enabled watches must be left in your locker or at the Student Support office.

A clock will be visible from all parts of every exam venue so wearing a watch will not be necessary. If you do wear a watch to your exam, you will be required to remove it from your wrist and place it on the desk in front of you.

IDENTITY CARDS – 6th FORM ONLY

You must remember to bring your Identity Card with you and place it in the top right-hand corner of your desk during each examination.