



Highcliffe School

A Guide to Internal Examinations

SCHOOL WEBSITE

The School Website provides up-to-date and detailed information on all examination matters. There is a great deal of important information including:

Information and guidance regarding exam regulations, Exam Dates and Deadlines, Exam Policies

Please read all the information provided carefully with your parents.

EXAMINATION TIMETABLE / CANDIDATE ENTRIES

All Candidates - When it is ready your individual exam timetable will be available for you on 'My Highcliffe.' This timetable will show where and when your exam will take place. This information is personal to YOU. Please do not assume your exam will be at the same time or place as any of your friends. Please Read all the information and carefully check your personal details as well as your subjects and tiers of entry. You should keep your Individual Candidate Timetable and other documents in a safe place in case you need to refer to them.

SUBJECTS AND TIERS

If you are unsure about any aspect concerning the subjects that you have been entered for, or the tiers of entry, you should consult with your subject teacher straight away.

THE EXAMINATIONS

Most of your examinations will take place in the Hall and Dining Hall, although some will be held in the Performance Hall, Gym or other venues. You should report to the terrace in front of the school and check the seating plans on the windows. These MAY have changed since your personal timetable was issued. Ensure that you know your venue and seat number for each exam. You are required to line up in seat order in the designated columns either on the front terrace or outside the Performance Hall. If your exams are not taking place in the Hall, Dining 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:**

Morning Exams: 08:45

Afternoon Exams: 13:15

Invigilators are in the room to act on any situations they are faced with. If for any reasons there is a problem, please tell them immediately. Often, issues can be dealt with at the time and not after the Exam.

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.**

ILLNESS

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

If you are unwell during the exam you **MUST** report this fact to the Invigilator at the time.

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 a calculator is required 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 or coloured bottles are permitted.

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 – SIXTH FORM ONLY

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

DRESS

Remember that you should wear full school uniform and the 'Dressed and Ready to Learn' policy is applicable throughout your exams.

BEHAVIOUR

The highest standards of behaviour are required from all candidates, both in and out of the examination rooms. Candidates should read all the literature provided by the Data and Examinations Office and understand the consequences if they fail to abide by their regulations.

The School employs external invigilators to conduct exams. Students are expected to behave in a respectful manner towards them and follow their instructions at all times.

Candidates must not write on anything other than the exam paper provided. For example any **writing on hands is prohibited. Do not write on the Exam desks.** This is regarded as vandalism and you may be charged for any damage.

When dismissed, leave the room quietly, without talking and do not start to talk until you are well clear of the exam room as others may still be doing their exams.

REMEMBER!

When you enter the exam room you become a 'Candidate'. As a candidate you:

- cannot walk around or leave the room unaccompanied
- must not communicate with any other candidates
- must remain quiet and put up your hand if you need help
- must not ask for any help with the exam paper

If you are unsure about any aspect of the examinations you should speak to your teacher or the Data and Examinations office.

Do not assume anything!
Data and Examinations Office
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