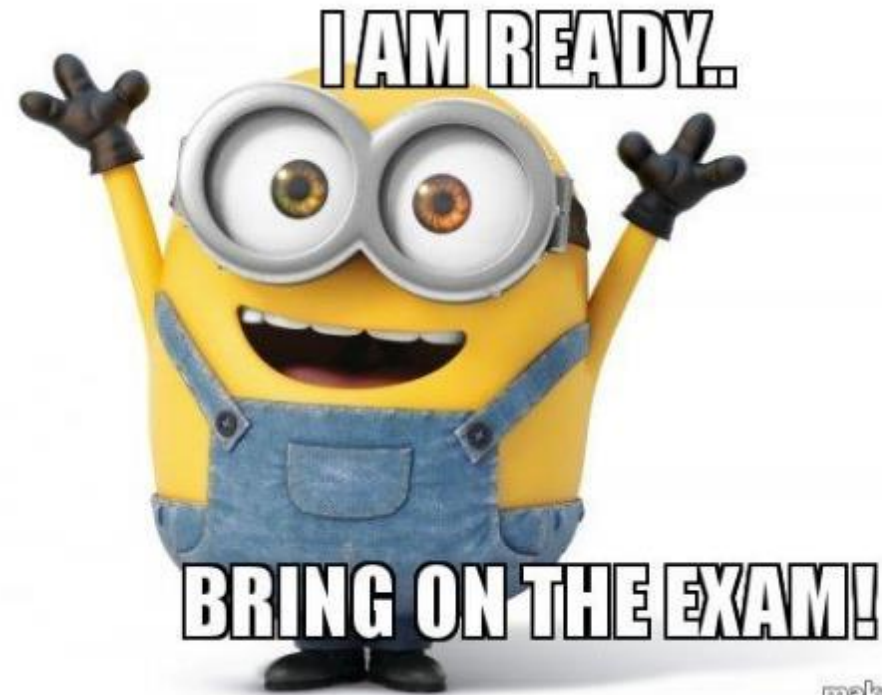


Exam Rules



makeameme.org



Exams in 2019-2020



- January Series 06/01/2020 – 10/01/2020
- Y11 PPEs 06/01/2020 – 24/01/2020
- February Series 03/02/2020 – 07/02/2020
- Y10 PPEs 09/03/2020 – 27/03/2020
- June Series 11/05/2020 – 24/06/2020
- Results day 20/08/2020

Exam Times:

Morning Exams – 9:15

Afternoon Exams 13:15



JCQ Rules



- JCQ (The Awarding Bodies) set down strict criteria for the conduct of examinations which must be followed precisely.
- Please familiarise yourself with JCQ notices,
 - you can find them on School website or in student handbook

**Failure to follow rules could result
in disqualification from some or all
examinations.**



Disruptions and Mobile Phones



- Inappropriate behaviour will not be tolerated.
- Leave your iPad and larger devices at home on exam days.
- Switch your phone and any other electronic devices off and have them ready to hand in.
- Smart watches must be handed in as well.

**You MUST hand in all your electronic devices.
If you are found in possession of a device, your
paper may be disqualified!**



**If a phone goes off in the exam it will be
found!**



Smooth running of exams



- Please put as many of your possessions as possible in your locker before the exam so that time is not lost handing them in.
- **Go to the toilet before the exam starts.**
- You must be wearing school uniform to sit your exams.
- You can bring water bottle with you. It must be clear and with label removed. No other drinks/snacks allowed
- No leaving early



Getting to exam room on time



- Please check your location and desk number before coming to the exam. This can be found on the Exams notice board, in the Social Space and outside exam rooms
- **Line up on time.** 9 am for morning exams and 1 pm for afternoon exams. If you line up on time, we can start and finish on time.
- Listen out for your row being called. As soon as it is, go to the exam room. Have everything ready to hand in as you enter the room.
- Some exams will finish after normal school finish time.

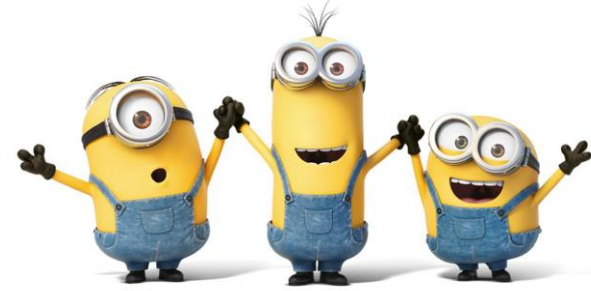


Entering Exam Room



- Enter the room in silence.
- Take your seat, face the front and sit in silence.
- Do not attempt to communicate with any other students.
- Check the card on the desk and ensure you are in the correct seat.
- You will not always be in the same seat
- **You must sit in the allocated seat. Requests for seat changes will not be accepted. Unless we have evidence from the external agencies.**
- Await instructions from the invigilator regarding filling in the front of your paper.





In the Exam Room

- **Always check that you have been given the correct exam paper**
- Don't put your completed answer sheet where another candidate can see it
- Do your rough work on examination stationery or the question booklet, it may be neatly crossed through later but not obliterated as it all should go to the examiner
- Remember an examination is still in progress until all the scripts have been collected
- Raise hand to attract invigilators attention
- Invigilators must not offer advice ~ so please don't ask for any



Emergency Evacuation



- If the fire alarm sounds you will be evacuated, leaving all papers, scripts and personal belongings behind
- You need to close your answer booklet/question paper
- Listen for the instructions from Invigilators
- **Remain silent** no communication or collusion with other candidates. You could be disqualified if you are talking!
- You will be allowed the full working time for your examination

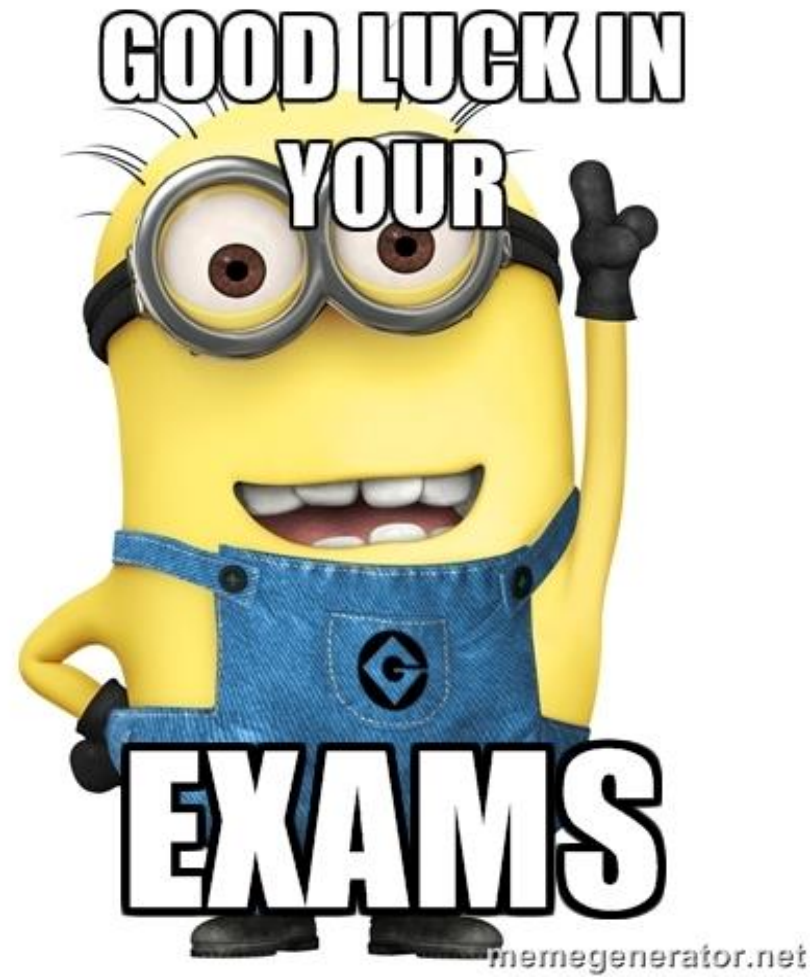


After exams



- Results day Thursday 20th August 2020
- Post results services will be available – copy of your script or review of marking if you are unhappy with your grade
 - Your teacher will be able to give you more information about deadlines and costs
- Certificates will be available in December 2020
 - Under GDPR we can only hold them for 12 months
 - Any uncollected certificates will be destroyed
 - Certificates are difficult and expensive to replace, please look after them





Any queries come and see Miss Oliver or Miss Kalis

