Year 13 Examination Information \*\*\*PLEASE READ THIS\*\*\*

* Make sure that you know from the timetable when and where you are taking each examination. You should keep a copy of the examination timetable in a prominent place at home and take a photograph of it on your phone.
* Examinations will usually take place in Aquinas Hall or Merici or anywhere else stated on the timetable. Make sure that you know where to attend. Any late changes to the halls and other examination information will be posted on the door outside Aquinas Hall.
* You must be outside the hall (or wherever your exam is taking place) **15** minutes before the start time.
* You are under examination conditions (i.e. silence) at all times when you are inside the exam venue. If you do not obey this rule, you run the risk of scoring zero for that paper.
* **WATCHES of ANY KIND, MOBILE PHONES, or ANYTHING ELECTRONIC ETC ARE NOT ALLOWED IN THE EXAMINATION HALL EVEN IF YOU DO NOT INTEND TO USE IT. There are no exceptions to this rule.** The owner of a device that is **seen** in the hall during an examination will be reported to the examination board and **this may result in disqualification from that examination. You must not take your calculator cover into the exam venue.**
* Bags, coats etc. are to be left outside the exam venue or where stated by the invigilator. You may not enter an examination room until you are told to do so.
* Normal school rules apply to clothing and appearance during the examinations.
* Make sure that you have all the necessary equipment (sometimes including a calculator) for each examination. Written answers must be in **black pen or biro**, **not gel pens or blue pens** and no correcting fluid or highlighters are permitted on answer booklets. Try to keep a spare pen and pencil in case of emergencies. Any mistakes should be neatly crossed out. Only transparent pencil cases are allowed in the examination room.

* Water bottles must not have any writing on them and must have labels cut off. You can bring in a ‘Chilly’s’ type bottle but it must be plain and have no patterns or writing on it.
* In the event of emergency evacuation of a hall during an examination, you are to leave all of your work on the desk and proceed calmly to the designated assembly point. You will be informed of this as appropriate.
* You **mus**t attend all your timetabled exams. If you are ill, you should still try to attend wherever possible. You should inform Mrs Powell and bring in a medical certificate to explain any illness (whether or not you attend the examination). Examination boards will take this into consideration when awarding grades. Notes from parents explaining an illness are **not** sufficient.
* If you miss an examination or are very late, **through your own fault**, you will gain zero for that paper and this will greatly affect your grade in the subject. You will also be charged the full examination fee for that subject.