Year 11 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. Please make sure you know if you are in the Hall or the Gym as these could change for each exam.
* The venue and seat will be on your timetable, so make sure you have it to hand every day. You must be outside your exam venue 15 minutes before the start time of the exam.
* For Maths, Sciences, English Language, English Literature and Religious Studies, you will line up in your form groups. For all other subjects you will line up in rows as per the seating plan.
* Examinations will take place in Aquinas Hall, Aquinas Gym 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. Try to check these notices every day.
* 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.
* **NO MOBILE PHONES, WATCHES OF ANY KIND, or ANYTHING ELECTRONIC ETC ARE 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 and **this may result in disqualification from that examination. You also must not take your calculator cover into the exam venue.**
* Bags, coats etc. are to be left outside the exam venue or where instructed by the invigilator. You may not enter an examination room until you are told to do so.
* **Normal school rules apply to uniform 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.
* If you are ill, you should try to attend an examination 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.