

**Exams: Information for Candidates**

**Exam Regulations** – Make sure you understand the rules

* Be on time for all your exams. If you are late, your work might not be accepted.
* Do not become involved in any unfair or dishonest practice during the exam.
* If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
* You must not take into the exam room:

 (a) notes;

 (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch,

 AirPods or earphones/earbuds.

* Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
* Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
* Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
* You must not write inappropriate, obscene or offensive material.
* If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
* Do not borrow anything from another candidate during the exam.

 **Exam Information**

* Make sure you attend your exams and bring what you need
* Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam. If you arrive late for an exam, report to the invigilator running the exam. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
* Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
* You must write clearly and in black ink. Pencils may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
* You may use a calculator unless you are told otherwise. If you use a calculator: (a) make sure it works properly; check that the batteries are working properly; (b) clear anything stored in it;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) do not bring into the exam room any operating instructions or prepared programs.

* Do not use a dictionary or computer spell checker unless you are told otherwise.

**Instructions during the exam**

* Always listen to the invigilator. Always follow their instructions.
* Tell the invigilator at once if:

(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;

(b) the question paper is incomplete or badly printed.

* Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
* Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
* Remember to write your answers within the designated sections of the answer booklet.
* Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
* Put up your hand during the exam if:

(a) you have a problem and are in doubt about what you should do;

(b) you do not feel well;

(c) you need more paper.

At the end of the exam

* If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
* Do not leave the exam room until told to do so by the invigilator.
* Do not take any stationery from the exam room. This includes the question paper, answer booklets

**Important Reminders**

* Make sure you attend all your exams and that you are on time.
* **Contingency Exam days** are:

*(If something happens which compromises an exam (cheating, paper leaked, attack or disaster) then the exam boards have a designated set of dates where they can move the affected exams to)*

 26th June 2024 -all day

 06th June 2024- afternoon

 13th June 2024- afternoon

**Results and Certificates**

**GCSE Results: Thursday 22 August 2024 9:00am-11:30am**

* Information on post-results services can be found on the school website.
* Certificates: Collection date 27 November 2024 at 3.00-4.00pm.

These are official documents and cannot be replaced so please make sure you collect them before the end of the year 2024. You will need them for applications to colleges, universities and places of work.