



Exam regulations

May/June 2024

Your exam timetable

- Your timetable shows the date, time, length and tier of each exam.
- You should bring your timetable with you to each of your exams as you will need to know your **candidate number**.

09/06/2023	09:00	105	N/OCEA	GCSE/B	GGEN4: English
09/06/2023	09:00	60	N/OCEA	GCSE/B	GGM06F: Mathematics
09/06/2023	09:00	60	N/OCEA	GCSE/B	GGM06F: Mathematics
09/06/2023	13:00	75	N/OCEA	GCSE/B	GGD2: Child Development
09/06/2023	13:00	30	N/OCEA	GCSE/B	GGDw7H: Das: Practical Unit 7(H)
09/06/2023	13:00	75	N/OCEA	GCSE/B	GGDw4H: Das: Biology (H)
13/06/2023	09:00	75	N/OCEA	GCSE/B	GGDw5H: Das: Chemistry (H)
13/06/2023	09:00	30	N/OCEA	GCSE/B	GGDw7H: Das: Practical Unit 7(H)
13/06/2023	09:00	75	N/OCEA	GCSE/B	GGDw6F: Das: Physics (F)
13/06/2023	09:00	30	N/OCEA	GCSE/B	GGDw7H: Das: Practical Unit 7(H)
13/06/2023	09:00	90	N/OCEA	GCSE/B	GGTY2C: Technical Design Unit 2(C)
13/06/2023	09:00	75	N/OCEA	GCSE/B	GGw4H: Das: Biology (H)

Before the exam

- Exams start at **9.00am** and **1.00pm**.
- You should aim to arrive in school **at least 20 minutes** before the start of the exam.
- Check the flipchart in the pupil entrance for the location of your exam. Most will be held in the Gym.
- If you are a pupil who receives a prompter, reader, scribe, rest breaks or word processor when completing exams, please go to the Youth Centre and you will be directed from there.

Before the exam

- Please look carefully at the length of each exam as some finish after the school buses have already left at 3:00pm.
- The earliest you can be released from the exam hall in the morning sessions is 10:15am; the earliest you can be released in the afternoon is 2:30pm. You may need to remain in the hall after your exam finishes if it ends before these times.

Before the exam

- You must be in **full school uniform** or you will not be allowed into the hall. This includes removing nose piercings etc. Do not get new, non-regulation piercings when study leave starts.
- You should bring the necessary basic equipment with you to each exam - **black** pen, HB pencil, ruler, eraser, compass, protractor and calculator - these should be in a clear plastic bag or your blazer pocket.

In the exam room

- Exam conditions apply from the time you enter the exam hall/room to the time you leave.
- You must remain **silent at all times** and not attempt to communicate with other candidates.
- You must go straight to your seat. Exam numbers will be clearly displayed on the desk.
- No bags and coats should enter the exam room. These should be left in form classes.
- You will not be permitted to leave until the end of the exam.





In the exam room

- Mobile phones, revision notes, watches and earphones should not enter the exam hall/room. If any of the above are found in your possession you will be disqualified from the exam.
- You must not become involved in any unfair or dishonest practice or break the rules – you could be disqualified from all your subjects.
- Inappropriate information written on an exam paper can also lead to disqualification.

Possession of a mobile phone accounted for 44.5% of all cases of student malpractice. In summer 2023, this was a total of 2,180 cases across the UK.



At the end of the exam

- Make sure that your answer book is correctly filled in and any extra answer sheets are in the correct order and attached securely.
- You must not leave the exam room until you are told to do so by the invigilator.
- Make sure you take all of your equipment with you and leave anything that you have borrowed on the desk.
- You must move away from the exam room quietly – there may still be other students working.

Remember:

Try and relax and sleep well the night before the exam.

Eat a proper breakfast on the day of the exam – your brain needs the food to help you concentrate.

If you have any queries or concerns about your exams, you can speak to Miss Trimble.

Ensure you are familiar with the rules in the 'Candidate Examination Handbook' that you were emailed earlier in the term.

