

IMPORTANT INFORMATION REGARDING GCSE EXAMINATIONS – JUNE 2017

1. **Promptness:** Morning exams begin at 9.00am and afternoon exams begin at 1.30pm . It is important that exams start promptly, please arrive 15 minutes before the exam starts. Please note if you are taking more than one module, there may be no break between modules. Please line up quietly outside the exam room in candidate number order. For examinations in the Sports Hall, please assemble outside the Hall in candidate order .
2. **Arrival time:** it is your responsibility to ensure you know what time your exam starts.
3. **Late Arrival:** please note that if you arrive late you run the risk of having your exam paper disallowed by the exam board. If you think you may arrive late due to traffic/transport problems, please telephone the school immediately. (See “Promptness”)
4. **The timetable** will be posted on the vle and website. Any amendments will be highlighted on the timetable posted on the Y11 noticeboard. It is possible there may be a change in venues KEEP CHECKING! If you have an exam clash you must be under supervision between exams and must not leave the exam room without an escort.
5. **If you are entitled to extra time** you will take your examinations in the timetabled room with all candidates. **Please see Mrs Brown as soon as possible** and give her a copy of your timetable with your exams highlighted. If you have permission to type, you will take your exam in the typing room – venues as posted on Y11 noticeboard.
6. **Illness:** if you are ill and are unable to sit an examination, please ask a parent to telephone the school at 8.30am. You will require a parental letter for the relevant date which must be sent into school for the attention of Mrs Garcia within 48 hours of the exam.
7. **Special Consideration:** if you believe you may have a case for special consideration, it is very important you speak to Miss McGonigle or Mrs Garcia or Mrs Wood immediately after your examination. The exam boards have a strict 7 day deadline for such applications and no late applications will be considered.
8. **Consideration for Fellow Students:** It is very important you arrive and leave silently as others may still be working.
9. **Equipment:** ensure you bring only the equipment you need to your exam. It is an infringement of regulations to take into the exam room anything other than equipment required for the exam. Pens/pencils must be in a transparent holder. **You must write in black ink.** It is your responsibility to come to the exam with all equipment required and to ensure the calculator you use meets the exam board’s regulations. Bags should not be brought to the exam room. **Mobile phones/MP3 Players/I Watches/Digital Watches and electronic devices must NOT be taken into the exam room.** Water bottles must have labels removed.
10. **Conduct during the examinations:** a copy of “Examination Instructions to Candidates” is on the vle/website. Read it carefully! You should read the “Warning to Candidates” notice which will be posted outside the exam room.
11. **Any unfair practice** or breaking of the rules will be reported to the exam board and will disqualify you from all exams.
12. **Appeals:** for details of the appeals procedure used for internal assessment, please see Mrs Garcia. Further information is on the vle.
13. **Results Day:** GCSE results will be released at 10am on Thursday 24 August 2017. If you are not able to collect on results day and would like results posted, please send in a stamped addressed envelope or you can arrange for a friend or relative to collect in a sealed envelope. NB: Level 1 Latin results can be collected from 11am on results day or will be given out on first day of term.