

INSTRUCTIONS FOR PUBLIC EXAMINATIONS



1. All students must come to school in full school uniform.
2. You should assemble outside the exam venue by **8.30am / 1.15pm** (see 3. below)
3. Exam venues and times will be on the exam noticeboard near the Reprographics Room a few days in advance – **CHECK THIS noticeboard regularly.**
4. Wait outside the exam venue quietly.
5. Enter the exam room, find your seat and sit down in **silence** - no turning around - face the front.
6. **You must not take into the examination room any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instructions, bags, personal stereos, electronic or radio communication devices, including mobile phones, iPods, iWatches and MP3 players.** Mobile phones **must** be switched off and left in your bag (see *notice overleaf*). **No** watches that 'beep'. **No** sweets, mascots, etc. Drinks must be in clear bottles – all labels must be removed.
7. **No** pencil cases or bags in the room. Put calculators, pens, pencils etc in a clear polythene bag or clear case. No calculator cases or instructions - all calculators should be cleared of information and programs. CG50 calculators must be in Exam mode. **You must bring your own calculator. The school is not able to provide calculators.**
8. If you are wearing a **wrist watch**, you **must** take it off and place it on the desk.
9. **Do not write until you are told to.** Check you have the correct exam paper. Read instructions carefully. Write **CLEARLY** in **BLACK** ink/biro. Pencil may be used for diagrams/graphs. Any rough work must be done on exam stationery, crossed through and handed in at the end of the exam. **Ink erasers or tippex pens are not allowed.**
10. Anybody arriving late will **not** be given any extra time unless they have been involved in an accident or been ill, but this cannot be guaranteed. The Boards have the right not to accept the papers of candidates who are late. You should telephone the school as soon as possible to notify us of any difficulty you might have in getting to the exam on time.
11. If you finish an exam before time, you will **not** be allowed to leave until the end. **All additional sheets must be attached to / placed inside the front of the Answer Booklets** in the correct order at the end of the exam. Check that you have filled in the front of the Answer Booklet correctly, eg with the number of additional sheets used, etc. You must always write your **full official name** on examination papers.
12. **Silence at all times**, even when the papers are being collected at the end of the exam. There are very serious consequences for anybody found communicating with anybody else in the exam room.
13. If you are ill or not feeling well during an exam let the invigilators know asap. We will need a **doctor's certificate within seven days** of the exam - otherwise we cannot ask for special consideration.

14. a. **If you are absent** for an exam component, you will be awarded **zero marks** for the missed component. A reduced grade will, therefore, be awarded and your certificate will be endorsed as such.
- b. If you miss a component **due to illness** and you have a *medical certificate*, you may be able to receive an appropriate award and compensation for the missed component(s) provided you have completed a certain percentage of the award. Your certificate will not be endorsed. **You must ring the school before 8.10am if you are going to be absent.**
15. Students must be careful to turn up to the correct exams at the correct time. **Check the information board the day before the exam** (located near Reprographics).

General Notes

16. Make a timetable of your exams at home. Your Statements of Entry tell you whether it is *am* or *pm*. Check it very carefully and crosscheck with friends. You will not be allowed to do an exam in the afternoon if it was actually in the morning. **You must inform us of any clashes immediately if you have not already done so.**

17. Summer **GCE level results**
Thursday, 15th August 2019

Summer **GCSE level results**
Thursday, 22nd August 2019

Times will be confirmed at a later date.

If you cannot come to school on these days, please give a stamped, addressed envelope (**A5 or A4 envelope** – with a **large first class stamp**) into reception or Reprographics.

No exam results will be given out over the telephone or by e-mail.

It is possible to ask for a Review of Results and to have access to your scripts. Details and deadlines will be on the school website and will be included with your results.

Certificates will be available for collection from mid-November.

If you have any questions or problems, please see me.

Good luck!!!

Mr Antoni Antoniou, Examination Officer

exams@stphils.org.uk



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES
NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

All incidents will be reported to the Boards and they will take the appropriate action.

Possession of unauthorised items is a serious offence and could result in DISQUALIFICATION from the examination and the overall qualification.