The background of the slide is a light grey gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

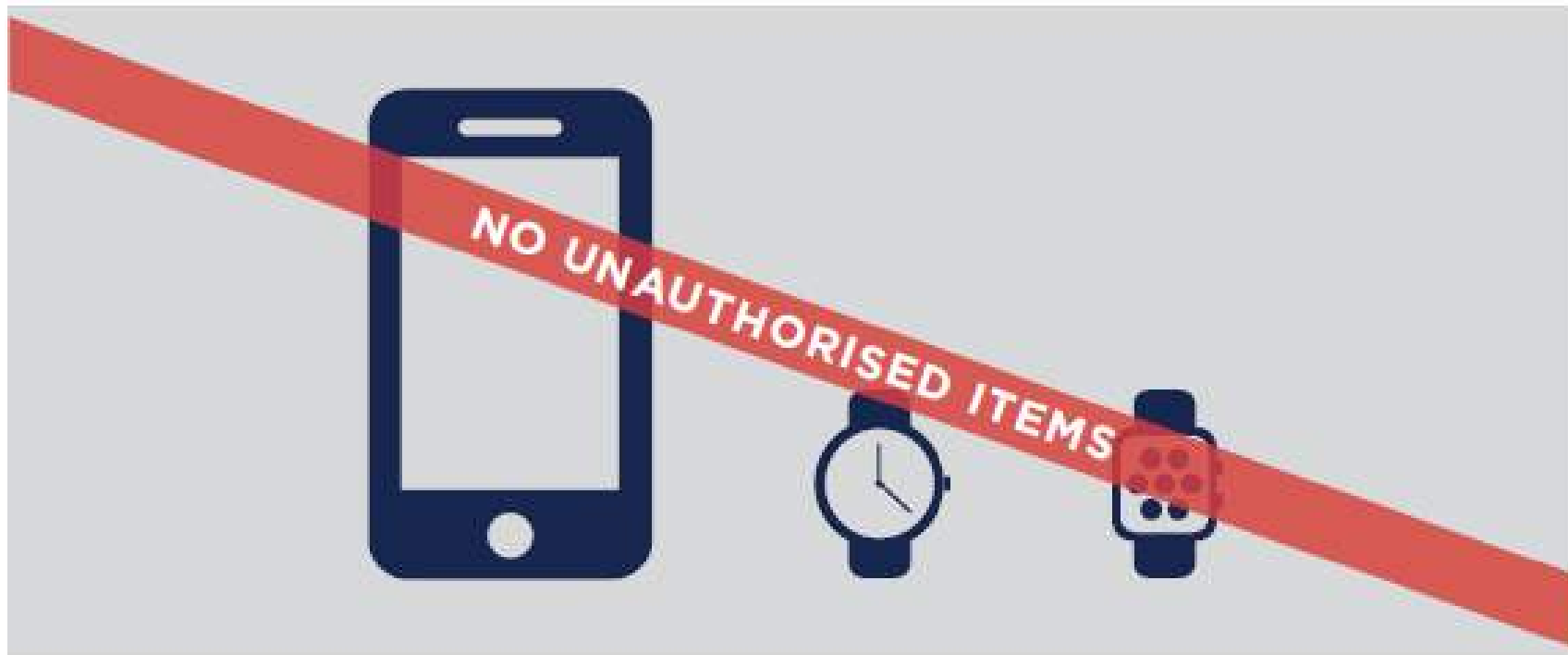
**YEAR 11 GCSE WRITTEN
EXTERNAL EXAMINATIONS
(PLUS 7 MAY FOR BTEC)**

9 MAY- 19 JUNE 2024

- A LINK TO EXAM REGULATIONS WERE EMAILED TO YOUR SCHOOL EMAIL ACCOUNT EARLIER THIS YEAR.
- THE REGULATIONS ARE ON THE SCHOOL WEBSITE, UNDER SCHOOL LIFE; EXAMINATIONS.
- YOU NEED TO READ THESE REGULATIONS, BEFORE YOU SIT THESE EXAMS.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

IMPORTANT INFORMATION

- START TIMES ARE USUALLY 9.00 AND 13.15. YOU NEED TO ARRIVE 20 MINUTES BEFORE THIS TIME TO BE SEATED AND READY TO START WRITING PROMPTLY.
- ALWAYS CHECK YOUR INDIVIDUAL TIMETABLE CAREFULLY FOR THE TIME AND ROOM – IF YOU LOSE IT ASK THE EXAMS OFFICE FOR A NEW TIMETABLE
- ALMOST ALL EXAMS ARE IN THE SPORTS HALL, UNLESS YOU HAVE AN ARRANGEMENT TO BE IN A SMALL ROOM (USUALLY IN THE SPORTS CENTRE). YOUR TIMETABLE WILL TELL YOU WHERE.
- IF YOU CATCH A SCHOOL BUS, CONTINUE TO DO SO AS NORMAL. THERE IS NO NEED TO MAKE ALTERNATIVE ARRANGEMENTS – WE WILL ENSURE YOU GET TO YOUR SEAT.
- PARENTS / CARERS SHOULD PHONE IN IF YOU ARE SICK, DO NOT LEAVE A MESSAGE ON THE ANSWERPHONE, SPEAK TO RECEPTION.
- BRING YOUR **STUDENT ID CARD** TO ALL OF YOUR EXAMS. LINE UP OUTSIDE THE SPORTS CENTRE, TEACHING STAFF WILL CALL YOU IN. SQUASH COURTS, L1 AND L3 COME IN THROUGH THE STUDENT ENTRANCE. FOR BADER HALL, WAIT IN THE CANTEEN.

- FOR EXTERNAL EXAMS YOU MUST NEVER HAVE YOUR MOBILE PHONE, WATCH, SMART WATCH OR ANY ELECTRONIC DEVICE IN THE EXAM ROOM. NO KIND OF WATCH IS ALLOWED. LEAVE THESE IN YOUR BAG (CHANGING ROOMS ARE LOCKED)
- FOR THE SPORTS HALL, YOU WILL LEAVE BAGS, PHONES, COATS AND ALL OTHER BELONGINGS IN THE CHANGING ROOMS. PLEASE BRING AS LITTLE AS POSSIBLE WITH YOU FOR STORAGE IN THE CHANGING ROOMS. YOU ARE ONLY ALLOWED TO TAKE INTO THE HALL THE EQUIPMENT WHICH IS ESSENTIAL TO THE EXAM
- FOR OTHER ROOMS, YOU WILL BE TOLD WHERE TO STORE YOUR BELONGINGS

NO WATCHES OF ANY KIND ARE ALLOWED IN THE
EXAM HALL – NOT EVEN ON YOUR DESK

YOU MUST READ THE TIME FROM THE CLOCK ON
THE WALL

IF YOU NEED GLASSES TO SEE THE CLOCK, YOU MUST
BRING THEM TO THE EXAM

INVIGILATORS ARE NOT ALLOWED TO TELL YOU THE
TIME OR HOW LONG YOU HAVE LEFT IF YOU ASK

- YOU MUST EMPTY YOUR POCKETS, YOU CAN BE DISQUALIFIED IF FOUND WITH NOTES.
- TAKE INTO THE ROOM ONLY WHAT IS REQUIRED FOR THE EXAM, DO NOT TAKE IN PRITT STICKS OR ANYTHING ENCLOSED THAT IS NOT SEE THROUGH. PENCIL CASES MUST ALSO BE SEE THROUGH (OR USE CLEAR PLASTIC BAG).
- YOU ARE ALLOWED A BOTTLE OF WATER, BUT IT MUST BE IN A SEE THROUGH BOTTLE, AND HAVE THE LABEL REMOVED.
- NO CHEWING GUM.
- NO FOOD IS ALLOWED, UNLESS A MEDICAL NEED. (IF THERE IS BRING YOUR PASS AND FOOD IN A CLEAR PLASTIC).
- GO THROUGH THE CHANGING ROOMS AND LINE UP IN THE CORRIDOR IN SILENCE.

IMPORTANT FOR EXAM PAPERS

- ALWAYS WRITE IN BLACK INK
- NEVER USE HIGHLIGHTER WITHIN YOUR ANSWERS
- NEVER WRITE OUTSIDE OF THE LINES WHICH ARE PROVIDED FOR THE ANSWER TO EACH QUESTION. MANY EXTERNAL EXAM PAPERS WILL HAVE EXTRA SPACE AT THE END FOR YOU TO CONTINUE YOUR ANSWERS. IF NOT, CHECK THE BACK OF THE BOOKLET FOR ADDITIONAL WRITING SPACE OR IF THERE IS NONE, ASK FOR A CONTINUATION SHEET.
- REMEMBER TO PUT ALL OF YOUR CANDIDATE AND PAPER DETAILS ON ALL CONTINUATION SHEETS AND CLEARLY INDICATE WHICH QUESTION(S) YOUR EXTRA WRITING RELATES TO
- PAPERS MAY BE SCANNED FOR MARKING, AND DIFFERENT QUESTIONS MAY BE SAVED SEPARATELY. IF YOU HAVE WRITTEN INFORMATION ABOUT QUESTION 1 WHERE THE ANSWER TO QUESTION 2 SHOULD BE, THE PERSON MARKING QUESTION 1 MAY NOT SEE IT.

INSIDE THE EXAM ROOM

- UNDER EXAMINATION CONDITIONS AT ALL TIMES IN THE EXAM ROOM.
- ONCE AT YOUR DESK, SIT DOWN AND FACE THE FRONT.
- YOUR PAPER WILL BE ON THE DESK.
- DO NOT OPEN THE PAPER.
- IF YOU THINK IT IS THE WRONG PAPER, PUT UP YOUR HAND.
- EXAMS MUST BE COMPLETED IN BLACK INK, YOU MUST WRITE CLEARLY.
- LEAVE THE EXAM PAPER ALONE UNTIL YOU ARE TOLD TO WRITE YOUR DETAILS ON THE FRONT COVER. WRITE YOUR FULL LEGAL FORENAME AND SURNAME, AS WELL AS YOUR CANDIDATE AND CENTRE NUMBER.
- YOU WILL BE ASKED IF YOU HAVE ACCIDENTALLY BROUGHT ANY UNAUTHORISED ITEMS (EG NOTES, PHONE, WATCH). YOU MUST SAY SO AT THIS POINT.
- DO NOT WRITE ON YOUR NAME CARD OR TAKE IT AWAY FROM THE EXAM.

- CALCULATORS:

- ALLOWED IF NOT STATED OTHERWISE.
- NO CALCULATOR LIDS ARE ALLOWED IN THE EXAM ROOM
- TAKE LIDS OUT OF YOUR BAG TONIGHT AND LEAVE THEM AT HOME
- CALCULATORS MUST BE CLEARED OF ANYTHING IN THE MEMORY.

- EQUIPMENT

- YOU SHOULD BRING SUFFICIENT BLACK PENS.
- NO EQUIPMENT, SUCH AS CALCULATORS, COMPASSES, PROTRACTORS, SHARPENERS ETC, WILL BE LOANED OUT IN THE SPORTS HALL. IF YOU REALISE YOU DO NOT HAVE SOMETHING WITH YOU ON THE DAY, YOU MUST ARRANGE LOANED EQUIPMENT BEFORE YOU COME TO THE EXAM HALL.

TWO PAPERS SAT IN ONE SESSION

- WHERE TWO EXAMS OF THE SAME SUBJECT ARE SAT IN ONE SESSION (E.G. RELIGIOUS STUDIES, FRENCH, GERMAN) YOU WILL DO THEM ONE AFTER THE OTHER
- IT WILL TAKE A FEW MINUTES TO COLLECT IN PAPER ONE AND THEN YOU WILL START PAPER TWO
- DO NOT TOUCH PAPER TWO UNTIL YOU ARE TOLD
- YOU WILL SIT QUIETLY AT YOUR DESK DURING THE CHANGE OVER

- LEAVING THE EXAM HALL

- CONSIDER OTHER STUDENTS WITH LONGER EXAMS AND LEAVE IN SILENCE.
- MOVE CHAIR QUIETLY WHEN STANDING TO LEAVE.
- DO NOT TALK UNTIL YOU ARE OUTSIDE AND WELL AWAY FROM THE BUILDING.
LEAVE SPORTS HALL VIA THE STUDENT DOOR NOT THROUGH MAIN RECEPTION.

**PLEASE RESPECT YOUR FELLOW
STUDENTS WHO ARE STILL WORKING
AFTER YOU HAVE FINISHED YOUR EXAM**

REMINDERS

- DO NOT TAKE YOUR PHONE INTO THE EXAM ROOM – EVEN IF IT IS SWITCHED OFF. IF YOU HAVE ACCIDENTALLY LEFT IT IN YOUR POCKET, PUT YOUR HAND UP AND HAND IT IN BEFORE THE START.
- DO NOT WRITE ON YOUR HANDS / ARMS BEFORE OR DURING AN EXAM. YOU COULD BE INVESTIGATED FOR MALPRACTICE.
- IF YOU DROP SOMETHING ON THE FLOOR PUT YOUR HAND UP AND ASK AN INVIGILATOR TO GET IT FOR YOU.

TOILET BREAKS

- AS STUDENTS SHOULD NOT GO TO THE TOILET OUTSIDE OF BREAK AND LUNCHTIME, THEY ARE NOT EXPECTED TO GO TO THE TOILET IN EXAMS
- ENSURE YOU GO TO THE TOILET BEFORE YOUR EXAM
- IF YOU HAVE A MEDICAL NEED FOR BREAKS, BRING YOUR NORMAL PASS WHICH YOU USE IN CLASS
- IF YOU FEEL YOU WILL NEED TO USE THE TOILET DURING EXAMS, PLEASE SPEAK TO MRS JENNINGS BEFORE THE FIRST DAY'S EXAMS

MALPRACTICE (EXAMPLES OF WHAT YOU CAN BE DISQUALIFIED FOR).

- COMMUNICATING WITH ANOTHER CANDIDATE (INCLUDING NON VERBAL COMMUNICATION).
- DISRUPTIVE BEHAVIOUR.
- TAKING ANYTHING INTO THE EXAM ROOM WHICH IS NOT ALLOWED.
- NOT FOLLOWING THE INSTRUCTIONS OF AN INVIGILATOR.
- WRITING ON ANYTHING OTHER THAN THE EXAM PAPER (DO NOTES ON ANSWER BOOKLET).
- INAPPROPRIATE WRITING ON THE EXAM PAPER.

EMERGENCY EVACUATION PROCEDURES

- WHAT TO DO IF THERE IS AN EMERGENCY DURING YOUR EXAM
- LISTEN CAREFULLY TO THE INSTRUCTIONS THE INVIGILATORS GIVE YOU
- LEAVE THE EXAM ROOM CALMLY AND STAY WITH THE MEMBERS OF STAFF AT ALL TIMES
- DO NOT TALK TO OTHER STUDENTS, EITHER FROM THE EXAM OR FROM OUTSIDE – REMEMBER THAT YOU ARE STILL UNDER **EXAM CONDITIONS** AND HAVE TO **FOLLOW THE EXAM REGULATIONS**
- STAFF WILL TAKE YOU OUT OF THE BUILDING AND YOU WILL WAIT OUTSIDE UNTIL THE EMERGENCY IS OVER
- **YOU WILL NOT LOSE ANY TIME FROM YOUR EXAM.** WHEN IT IS POSSIBLE TO RETURN TO YOUR EXAM ROOM, ANY TIME LOST WILL BE ADDED ONTO THE END OF YOUR EXAM TIME
- IF YOU BREAK ANY OF THE **EXAM REGULATIONS** DURING THE EVACUATION PROCEDURE, THIS WILL BE DEALT WITH IN EXACTLY THE SAME WAY AS IF IT HAD HAPPENED IN THE EXAM ROOM

CERTIFICATES

- DON'T FORGET TO COLLECT YOUR CERTIFICATES (AVAILABLE FROM AROUND DECEMBER / JANUARY)
- SOMEONE CAN COLLECT THEM FOR YOU IF THEY HAVE A SIGNED LETTER FROM YOU GIVING PERMISSION AND BRING ID
- CERTIFICATES ARE TOO IMPORTANT TO POST
- YOUR COLLEGE MAY NOT WANT TO SEE THEM NOW, BUT YOU WILL BE ASKED TO SHOW THEM IN THE FUTURE
- DON'T WASTE ALL OF YOUR HARD WORK – CERTIFICATES ARE THE ONLY WAY TO PROVE YOUR ACHIEVEMENTS
- DON'T LEAVE IT TOO LATE

ANY QUESTIONS?

- PLEASE CONTACT MRS WELCH IN THE EXAMS OFFICE OR MRS JENNINGS