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 12 AND 13
WRITTEN EXTERNAL EXAMINATIONS
13 MAY- 21 JUNE 2024
(PLUS 3 MAY FOR BTEC)**

**YEAR 12 INTERNAL TRIAL EXAMS
17-21 JUNE 2024**

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

OTHER REGULATIONS AND INFORMATION YOU NEED TO READ ON THE WEBSITE (SCHOOL LIFE; EXAMINATIONS).

- INFORMATION FOR CANDIDATES – COURSEWORK – 2023-2024
- INFORMATION FOR CANDIDATES – NON EXAMINATION ASSESSMENTS 2023-24
- INFORMATION FOR CANDIDATES – WRITTEN EXAMS 2023-2024
- JCQ PREPARING TO SIT YOUR EXAMS
- INFORMATION FOR CANDIDATES – PRIVACY NOTICE
- INFORMATION FOR CANDIDATES – SOCIAL MEDIA
- UNAUTHORISED ITEMS POSTER
- WARNING TO CANDIDATES POSTER
- EMERGENCY EVACUATION PROCEDURE – CANDIDATES

IMPORTANT INFORMATION

- START TIMES ARE USUALLY (BUT NOT ALWAYS) 9.00 AND 13.15. YOU NEED TO ARRIVE 20 MINUTES BEFORE THIS TIME TO BE SEATED AND READY TO START WRITING PROMPTLY.
- 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.
- PARENT / CARERS SHOULD PHONE IN IF YOU ARE SICK, DO NOT LEAVE A MESSAGE ON THE ANSWERPHONE, SPEAK TO RECEPTION.
- WEAR YOUR STUDENT ID CARD TO ALL OF YOUR EXAMS.

YEAR 12 INTERNAL TRIAL EXAMS

- YOU WILL BE SENT A GENERAL TIMETABLE TO YOUR SCHOOL EMAIL
- CHECK IT CAREFULLY FOR WHEN YOUR SUBJECT EXAMS ARE TAKING PLACE
- MOST EXAMS ARE IN BADER HALL (EXCEPT ART, MUSIC, MUSIC TECH)
- FOR BADER HALL EXAMS, WAIT AT THE AT THE TENNIS COURTS – YOU NEED TO ARRIVE 15 MINUTES BEFORE THE START TIME
- IF YOU USE A WORD PROCESSOR OR NORMALLY TAKE YOUR EXAMS IN A SMALL ROOM, YOU WILL RECEIVE AN INDIVIDUAL EMAIL WITH DETAILS OF WHERE YOUR EXAMS WILL BE
- SOME STUDENTS HAVE A CLASH OF 2 SUBJECTS ON THE MAIN TIMETABLE. REVISED TIMING FOR ONE SUBJECT WILL BE SENT TO SCHOOL EMAIL ACCOUNT
- CHECK YOUR SCHOOL EMAILS AS THIS IS HOW INFORMATION WILL BE SENT
- FOR INTERNAL EXAMS ONLY, YOU WILL PUT BAGS AND BELONGINGS UNDER DESKS BUT YOU MUST ENSURE YOUR PHONE IS SWITCHED OFF FIRST. ALL PHONES, WATCHES AND ELECTRONIC DEVICES SHOULD BE PLACED IN YOUR BAG

Date Week 1	Start	Room	Length	Subject Title
Mon 17 Jun 24	09:00	Bader Hall & L3	01:30 + 01:30	Physics (Paper 1 then Paper 2)
			02:30	Design
			02:00	Sociology
			02:00	Accounting
	13:15	Bader Hall & L3	02:30	Geography
		Room 32	01:45	History
Tues 18 Jun 24	13:15	Bader Hall & L3	01:40 + 00:50	Further Maths (Pure then Decision)
			02:00	Psychology
			02:00	Physical Education
Wed 19 Jun 24	13:15	Bader Hall & L1	01:15 + 01:15	Economics (Paper 1 then Paper 2)
			02:00	Biology
Thurs 20 Jun 24	09:00	Bader Hall & L1	02:30	English Literature
			02:30	English Language
			02:00	Mathematics (Pure paper)
	13:15	Room 32	P4-P5	Art (Option A)
B3		02:15	Music Technology	
Fri 21 Jun 24	09:00	Bader Hall & L3	01:30 + 01:30	Chemistry (Paper 1 then Paper 2)
			02:00	Business
			02:00	Religious Studies
	09:10	B3	02:15	Music

- Start times 9.00am and 1.15pm.
- Be there 15 mins before the start. Most exams are in Bader Hall (please wait at the Tennis Courts).
- Bags and phones (switched off) will be stored under desks (this will not be the case for external exams next year)
- Some students have a clash of 2 subjects. Revised timing for one subject will be sent to their school email account.
- Students with alternative room arrangements will also be sent an email to their school account with details.
- Make sure you check your school email account as this is how information will be sent to you.
- PLEASE NOTE:
- Art, Music and Music Tech start times are different and shown above.
- These subject exams will take place in classroom where lessons would normally be.

YEAR 13 AND YEAR 12 EXTERNAL EXAMS

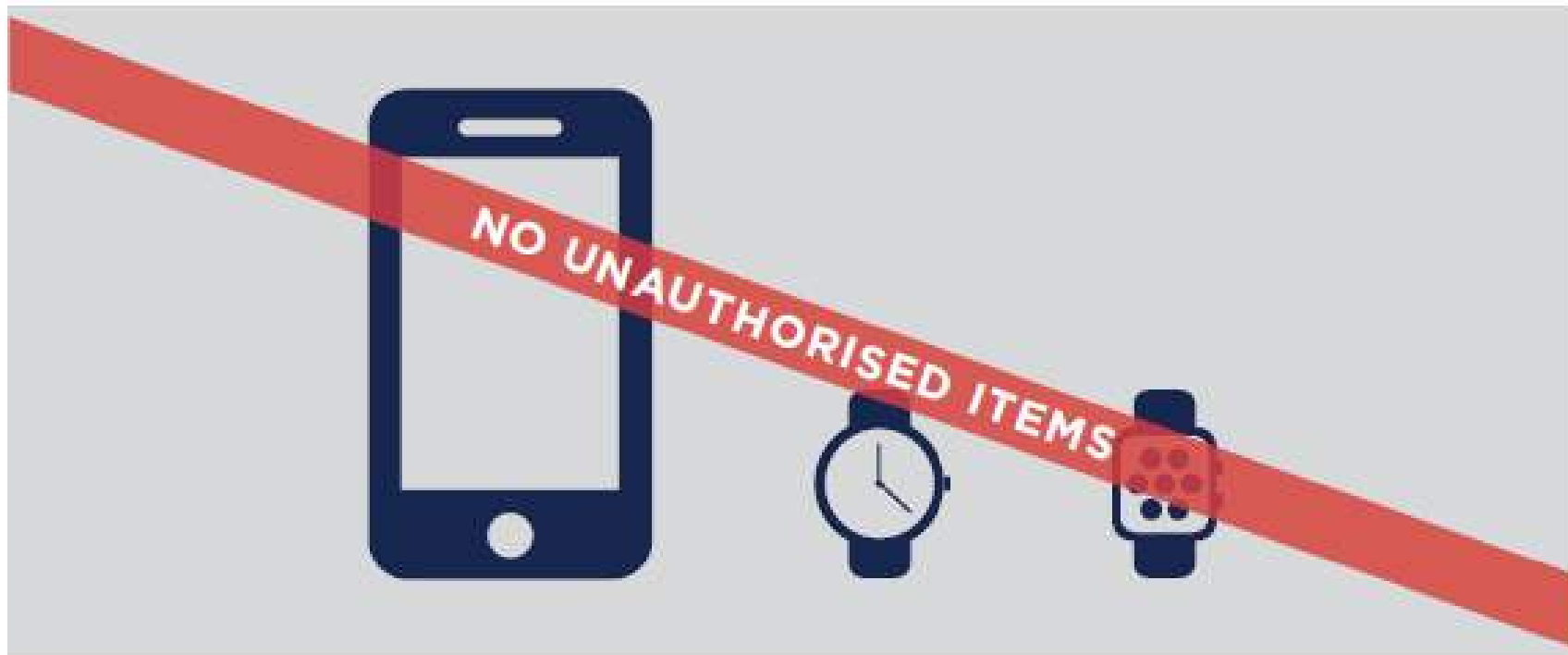
- YOU WILL HAVE RECEIVED AN INDIVIDUAL TIMETABLE WITH THE DATE, TIME, ROOM AND SEAT NUMBER FOR EVERY EXAM.
- ALWAYS CHECK THIS SHEET VERY CAREFULLY TO ENSURE YOU HAVE THE CORRECT TIME FOR YOUR EXAM.
- NEVER RELY ON ANY OTHER SOURCE OF INFORMATION SUCH AS FRIENDS, MEMORY OR WHAT YOU PUT ON YOUR CALENDAR (STUDENTS HAVE BEEN CALLED IN URGENTLY BEFORE BECAUSE THEY DID THIS)
- IF IN DOUBT, ASK THE EXAMS OFFICE FOR A NEW TIMETABLE

YEAR 13 AND YEAR 12 EXTERNAL EXAMS

- 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
- IF YOU HAVE A CLASH, DO NOT LEAVE YOUR BAGS IN THE CHANGING ROOMS AT THE START OF THE FIRST EXAM
- LINE UP OUTSIDE THE SPORTS CENTRE, TEACHING STAFF WILL CALL YOU IN. FOR SQUASH COURTS, L1 AND L3 COME IN THROUGH THE STUDENT ENTRANCE AND WAIT IN THE CORRIDOR

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.

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

- EMPTY YOUR POCKETS, YOU CAN BE DISQUALIFIED IF FOUND WITH NOTES.
- TAKE IN ONLY WHAT IS REQUIRED FOR THE EXAM. DO NOT HAVE PRITT STICKS, PENCIL SHARPERS WITH CONTAINERS FOR SHARPENINGS OR ANYTHING ENCLOSED THAT IS NOT SEE THROUGH.
- PENCIL CASES MUST BE SEE THROUGH. YOU CAN JUST USE A CLEAR PLASTIC BAG IF YOU DON'T HAVE ONE.
- YOU MUST HAVE ALL THE EQUIPMENT YOU NEED, NONE IS PROVIDED. ENSURE YOU HAVE AT LEAST ONE SPARE PEN.
- 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 THERE IS A MEDICAL NEED. (IF THERE IS ENSURE IT IS IN A CLEAR PLASTIC BAG AND BRING YOUR PASS).

- CALCULATORS:

- ALLOWED IF NOT STATED OTHERWISE.
- NO CALCULATOR LIDS ARE ALLOWED IN THE EXAM ROOM
- CALCULATORS MUST BE CLEARED OF ANYTHING IN THE MEMORY.
- IF YOU HAVE A CASIO FX-CG 50 OR 20, LEARN HOW TO PUT IT IN EXAM MODE BEFORE YOUR FIRST EXAM

- 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.

- 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**

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.
- 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.

IMPORTANT

- 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.

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.
- IF YOU DROP SOMETHING ON THE FLOOR PUT YOUR HAND UP AND ASK AN INVIGILATOR TO GET IT FOR YOU.
- YOU ARE UNDER EXAMINATION CONDITIONS AS SOON AS YOU ENTER THE EXAM ROOM. DO NOT COMMUNICATE WITH OTHER STUDENTS IN ANY WAY.

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

- COMMUNICATING WITH ANOTHER CANDIDATE (INC NON VERBAL COMMUNICATION).
- DISRUPTIVE BEHAVIOUR.
- TAKING ANYTHING INTO THE EXAM ROOM WHICH IS NOT ALLOWED. (FOR YEAR 12 INTERNAL EXAMS, UNAUTHORISED ITEMS MUST REMAIN BAGS AND NOT BE ACCESSED DURING THE EXAM)
- NOT FOLLOWING THE INSTRUCTIONS OF AN INVIGILATOR.
- WRITING ON ANYTHING OTHER THAN THE EXAM PAPER (DO NOTES IN ANSWER BOOKLET)
- INAPPROPRIATE WRITING ON THE EXAM PAPER.
- ANY WRITING ON HANDS / ARMS BEFORE OR DURING AN EXAM MEANS YOU CAN BE INVESTIGATED FOR MALPRACTICE.

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
- 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 UNIVERSITY OR 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 MR BUTLER, MISS WILLIAMSON OR MR HAIGH