

Public Examinations Information and Regulations

1. Timetable

- Please check your timetable/entry statement very carefully.
- Any omission or problems with your timetable must be referred to your subject teacher or Mrs Hawes, the Exams Officer, immediately.
- If you have two or more examinations with the same start time, special arrangements will be made to resolve the clash. This will include isolation between the exams.
- If your examination is due to finish after the normal college day, you will be responsible for arranging transport home.

2. Attendance

- Arrive at the examination venue at least 15 minutes early.
- If you are unable to attend due to serious illness or injury, you must inform the college by 8.30am. Special consideration for examination grades can only be obtained through a medical certificate from your doctor.
- Failure to attend may result in your parents being responsible for your exam entry fees.

3. Equipment

- You will need to take two black pens, two HB pencils, ruler & eraser into the examination room.
- Electronic devices such as mobile phones, iPods, Smartwatches or potential technological/web enabled sources of information are not permitted in the examination room. Please see Notice to Candidates for a full list of what is not allowed into the examination room. Notes, books, papers and watches are also excluded from the exam room.
- You must bring protractors, coloured pencils and compasses for all examinations where you have to draw diagrams.
- Only clear or transparent pencil cases can be brought into the examination room.
- Please only write in black ink or ball point pen.
- Tippex or correction fluid must not be used.
- Calculators may be used unless you are specifically told not to.
- Water in a clear bottle may be taken into the examination room.

4. Examination Regulations

- Enter examination rooms in silence and sit in your allocated seat.
- Talking or communication with other candidates is not allowed in the examination room.
- If you need assistance during the exam, please put your hand up and wait in silence.
- Please leave the exam room in silence when instructed to do so.
- Possession of electronic devices such as mobile phones, iPods, Smartwatches, or potential technological/web enabled sources of information, in an examination room may result in disqualification from all examinations in the current season.

5. Dress Code

- Full uniform must be worn for each examination.