



GENERAL EXAM ADVICE

Public Examination start times

Morning examinations start at 8.45am and afternoon examinations start at 2.00pm. Students should arrive at least 15 minutes before the start of their examinations. Please note that afternoon examinations may finish later than the normal school finish time of 3.15pm, and in such cases, students who are normally provided with home to school transport will have to make their own way home.

Behaviour

Standards of behaviour during all examinations must be exemplary. No communication of any kind is permitted between candidates once they enter the examination venue. Failure to adhere to these regulations could result in a Suspected Malpractice being raised to the Exam Boards. The possible consequence of this could result in the candidate's paper being void and possible disqualification from taking any further examinations with the Exam Board. Students must not write rude or defamatory remarks on any examination paper.

Absence

Any candidate who is deliberately absent from an examination, which he or she is due to take, will be liable for the cost. Justifiable absence must be explained by a parental note without delay. In cases of illness, any student who wishes this to be taken into account by the Exam Board, should submit a doctor's note (if possible) to enable the Exams Office to apply for a Special Consideration.

Electronic devices

Mobile phones, Wireless Air buds/Wrist Watches/iPods/iPads, SmartWatches/Tom Tom Watches/Fitbits, MP3/4 players, pagers and any other products with technological/web enabled sources of information must not be taken into the examination room. Wrist watches must be removed prior to entering exam venues. Students found to have any of these on their person in any examination will be reported to the Exam Board, who reserve the right to declare the candidate's result void. Cases of this type will again be treated as a Suspected Malpractice which may incur further consequences.

Dress Code

Students in Years 10 & 11 will undertake examinations in full school uniform. Students in Sixth Form will attend examinations in accordance with the usual standard Sixth Form requirements. There will be no relaxation of our current rules regarding hair (both colour and style) or jewellery (one small stud per ear only) since a change to these rules is unlikely to enhance examination performance.

If you feel it is appropriate, we would welcome donations of serviceable school uniform, especially larger sizes, to add to our stock. Such items can be placed in a plastic bag and handed in to Heads of Year or Raynham Office.

Equipment

Please make sure you have all the equipment you need for each examination. As a minimum, students should have two pens with black ink, two HB pencils, a ruler and an eraser for each examination. Other equipment, such as colour pencils, Maths equipment and a calculator, may be required for some examinations. Only clear pencil cases are allowed on your desk during the examination. Written answers must be written in black ink. Do not use gel pens. Do not use erasable pens. In an exam where you have to use your calculator, you should not have a calculator cover on your desk.

Spectacle cases must not be on desks. Place these either on the floor or leave in your bag.

Food and drink

Food is not allowed in the exam rooms. Water in clear plastic bottles or beakers with a spill proof cap are allowed in the exam rooms. There should be no label on the bottle and the bottle should be kept on the floor.