

Public Examinations – Summer 2017

EXAMINATION PROCEDURE FACT SHEET

Candidates should read the following information carefully and **ask** if they are unsure as it is essential that you attend the examinations fully prepared. Please refer to the various JCQ Information documents on the school web site for extra information.

Start Times: Morning **8.30 am**
Afternoon **1.30 pm**

PLEASE CHECK YOUR INDIVIDUAL TIMETABLE FOR ANY DEVIATIONS FROM THESE TIMES

Wait in the playground in Exam Candidate Number order **15 minutes** before the start.

Candidates arriving late for any examination **MIGHT NOT** be allowed into the examination room and might be charged as for non-attendance.

Unless a candidate has a medical reason for not attending any examination, and the school has been notified of such condition prior to the start of the examination, the candidate is likely to be invoiced for any entered examinations that they do not attend.

Location: Candidates should refer to their individual timetables for information which will show Examination Room and Desk Number.

Seating Plan: Seating plans will normally be displayed on the Exam notice board outside the Exams office, on the fence in the school playground and will also be available in the venues.
Candidates are expected to remember their Tomlinscote Candidate Number.

Dress: **Years 7-11** - School Uniform **must** be worn. You will be sent home to change if you are dressed incorrectly.
6th Form candidates must follow the school Dress Code and **lanyards must be worn**. Candidates not wearing a lanyard will need to be able to prove their identity before being granted access to the examination rooms.

Behaviour: Candidates are reminded to be **silent at all times** in the examination hall and **must face the front**. Smiling at each other, writing on desks, and kicking chairs are all forms of communication. Candidates could be disqualified by the Examination Board for this type of behaviour. Candidates must remain in their seat until the examination is formally finished and the papers have checked in. Candidates will be told when to leave the Examination Room.

Equipment: All writing equipment **must be in a clear plastic bag**. Candidates will need:
2 BLACK pens **2 pencils**
rubber **ruler**
sharpener **coloured pencils**
protractor **calculator**

Drinks: Water is permitted in a clear plastic bottle, but ALL labels MUST be removed.

Reminders:

- **Use of Tipp-ex/correction fluids is strictly forbidden. No mascots or food.**
- **MOBILE PHONES, SMARTWATCHES and other electronic devices are BANNED from Examination Rooms, if by mistake candidates have one on their person it must be handed immediately to an invigilator. Failure to hand in a device could result in serious consequences for the candidate. Tomlinscote School & 6th Form College takes no responsibility for any banned equipment that has been handed in. IF IN DOUBT, LEAVT IT AT HOME.**
- **WARNING:** Coats and bags are NOT permitted in the Examination Hall, leave them in the unattended baggage trolleys outside the hall if required.