It is your own responsibility to check the date and time of your examinations and to be present when required.

**You must arrive 10 minutes before the beginning of each examination.** ie: 8:50 am or 1:15 pm. In the event of a genuine emergency (eg transport delay) get to school as quickly as possible.

Details of rooms, and seating plans showing where you will sit for that day’s exams are posted :-

* Sixth Form Common Room at both sites

Please check this before every examination.

YOU MUST KNOW YOUR **CANDIDATE NUMBER**

**Sixth Forms MUST wear their IDENTITY BADGES**

You must not enter Examination Rooms before the invigilator. No books of any type may be taken into the examination unless they are specifically required by that examination.

Belongings need to be left in Lockers.

**VALUABLES, INCLUDING MOBILE PHONES, SHOULD NOT BE BROUGHT INTO SCHOOL, AS THERE ARE NO SECURE STORAGE FACILITIES AVAILABLE. THEY WILL NOT BE ALLOWED IN THE EXAM ROOM.**

**You should be aware that the Examination boards are disqualifying increasing numbers of candidates as a result of mobile phones and other electrical equipment being taken into exam rooms, even though they may be switched off.**

Purses will be allowed into the exam room but must be placed under the chair.

Exam Board regulations state that **no food** may be taken into an Exam room. If a student requires food for a medical reason (eg diabetes) the school nurse must be informed in writing prior to the exam period.

The head of centre is permitting water in the examination room, however this must be in a transparent bottle with a sports cap and no labels.

**Equipment**

All equipment should be placed in a **clear polythene bag, or see through pencil case**.I**t is your responsibility** to bring all the items you require - **black** pens, pencils, ruler, rubber,

calculator, mathematical equipment and coloured pencils. The school is under no obligation to supply any equipment.

**Remember that you are not allowed to bring tippex, pencil cases, calculator cases and calculator instructions booklets into the examination.**

*Any breach of examination regulations, copies of which you have been posted on the school website and which are displayed inside and outside the examination rooms, can result in disqualification, not just from the exam in question but also from* ***all*** *examinations.*

***NORMAL SCHOOL DRESS MUST BE WORN FOR ALL EXAMINATIONS. IF INCORRECTLY DRESSED YOU WILL BE SENT AWAY TO CHANGE BEFORE BEING ALLOWED INTO THE EXAM ROOM.***

***NORMAL SCHOOL RULES APPLY WHILE YOU ARE ON THE PREMISES.***

**Non-attendance**

In case of serious illness contact the school before the examination begins

(01482 881658). However, candidates are advised to come to school and attempt the paper if this is at all possible.

Special consideration **may** be given for an individual paper, if a candidate who is unwell is **seen by a doctor on that day** **and** a medical certificate is immediately brought into school. Candidates who miss an examination without good reason will be required to pay the appropriate fees.

Misreading the examination timetable will not be accepted as an adequate reason.

**RESULTS**

The results for these Exams will be Published Thursday 7th March 2013