



Examination Entries and School Examination Rules

When exam entries have been made, they are available via the Pupil and Parent Portals using the School Profile menu and selecting Public Exams. The options available are:

- **Examination Entries** - displays all the public exams a candidate has been entered for, including certification codes.
- **Examination Arrangements** – displays access arrangements that have been put in place for public exams.
- **Examination Timetable** – displays the public exam timetable including the date, time and duration of the exam. Once seating has been arranged, the exam room and seat number will also be displayed.
- **Examination Results** – displays exam results.

Clashes - Exams scheduled for the same date and time will be **automatically** re-arranged by the Examinations Officer. Where lunchtime and/or overnight supervisions are required the candidate will be notified by email or, where necessary, in person. If an exam has been re-arranged due to a clash the candidate:

- a) Must NOT leave the exam room unescorted.
- b) Will be escorted to the Health Care Centre where they will be supervised.
- c) Will be escorted into early lunch.
- d) Must not communicate in any way, with any other candidate. Mobile phones must be handed in.

If a candidate leaves the examination room unescorted or has any unauthorised contact, the awarding body will be notified; this may result in disqualification from the paper and/or subject.

School Examination Rules

1. These rules are in addition to JCQ Regulations but where there are overlaps, School rules will apply.
2. Candidates should read the notices posted on the Exams notice board, in Churchill Hall foyer and on the School website.
3. **Candidates should arrive at the exam room at least 20 minutes before the start time of the exam.**
4. Candidates need to remember their candidate number – this is required on the exam paper.
5. It is imperative that candidates sit in their allocated seat. They will be moved if they do not sit in the correct seat.
6. **Mobile phones, watches, smartwatches and other technological/web enabled equipment, should not be brought to the examination. Any such equipment brought to the exam, or left outside the exam room, will be collected in and taken to Reception to be collected after the exam has finished.**
7. Candidates should be dressed in school uniform or formal business dress for all exams. Jackets and ties may be removed for the duration of the exam only.
8. Drinks only in clear bottles, without a label, will be allowed in the examination room.
9. Where authorisation has been given to bring food into the examination room, this should be free from packaging.
10. If an examination is completed before the scheduled finish time, School policy is that candidates remain seated until the end.
11. The examination room should not be left until authorisation is given by an invigilator.

Absence – If a candidate cannot take the examination, for sickness or any other reason, please contact the Exams Officer on the 01909 537126 or leave an urgent message with Reception.