



HOLY FAMILY CATHOLIC ACADEMY

PUBLIC EXAMINATIONS 2017

This information sheet has been written to help you. Read it carefully and do what you are asked. If there is anything that is not clear, ask your Form Tutor or the Data & Exams Manager.

LOCATION:

The majority of examinations from Monday 15th May will take place in the main Hall or DR2. It may also be necessary to use classrooms if there are a large number of candidates. Information concerning the location of individual examinations will be posted on the relevant student information notice board. Students will be issued with an examination timetable that includes the room and seat number at the end of April.

REGULATIONS:

Make sure you know the rules:

1. You must be on time for all your examinations. If you are late, your examination work might not be accepted. Candidates arriving more than 30 minutes after an examination has commenced must be refused entry. Candidates will NOT be allowed to leave an examination until completion of the allotted time.
2. Exam conditions commence ON ENTRY to the examination room and remain in place until candidates are asked to stand to leave the room.
3. You must not talk to or disturb other candidates once within the examination room.
4. You must not take part in any unfair practice when taking the examination.
5. **You will not be allowed to take in the examination room** dictionaries, calculator cases, instruction booklets, bags, jackets, pencil cases any material or equipment which is not officially allowed.

N.B Equipment needs to be contained in a strong, transparent plastic bag.

6. **Mobile phones will not be allowed in any examination room. Personal stereos, i PODS and MP3 players or smartwatches must not be taken into the examination room.**
7. Bottled water is allowed into the examination room, it must be in clear unmarked plastic bottles, with the labels removed.
8. **If you use or try to use any unfair practice, or break the rules in any way, you could be disqualified from ALL of your subjects.**

INFORMATION:

It is your responsibility to know the dates and times of your examinations.

Arrive in good time before the start of each examination.

Candidates should report:

By **8.45 am** for the morning sessions, for a **9.00 am start**.

By **12.45 am** for the afternoon sessions, for a **1.00 pm start**.

If you arrive late for an examination report to Student Services who will contact the Data & Exams Manager.

If you miss an examination without a good reason, you may well not be given a grade in the subject.

Candidates who know they will be late must phone the school as promptly as possible.
Candidates taken ill during the exam period should make every effort to attend.
Candidates whose performance is affected by illness must provide the school with a Medical Certificate, signed by their Doctor, so that claims for special consideration may be made to the examinations boards.
IF IN ANY DOUBT TELEPHONE THE SCHOOL ON 01472 328888.

PROVIDE WHAT YOU NEED:

Make certain you have the required implements that you need, i.e. pencils, coloured crayons, pens, rubbers, rulers, compasses, protractors and any other instruments that you need for a particular examination.

**YOU MUST WRITE IN BLACK INK OR BALL POINT
Unless otherwise instructed on the examination paper**

Place the required implements in a strong, clear plastic bag or a transparent case.

You may **NOT** borrow anything from another candidate during the examination.

You may use a calculator, when instructed to do so.

If you use a calculator:

- Make sure it works properly
- Have spare batteries available
- Clear anything stored in it
- Do not bring into the examination room any operating instructions or prepared programs.

You must not use a dictionary or computer spell-checker unless you are told you may do so.

EXAMINATION INSTRUCTIONS

Listen to the Invigilator and do what you are asked to do

Read carefully the instructions printed on the question paper and on the answer paper. Do what they ask of you.

Fill in the details required on the front of your answer book before the start of the examination.

Any rough work must be crossed out and handed in.

ADVICE AND ASSISTANCE

If during the examination:

- You have a problem and are in doubt about what you should do
- You feel ill
- You need more paper

PUT YOUR HAND UP

An invigilator will come to you to assist.

You may not ask for, and will not be given, any explanation of the questions.

LEAVING THE EXAMINATION ROOM

At the end of the examination make sure that you place any loose sheets in the correct order and fasten them to your answer book.

You must not move from your seat, or talk, until all the papers have been collected in and the Invigilator in charges tells you that you may leave.