

EXAMINATION GUIDELINES

1. Make sure you know what time your exam starts. Morning exams will start at 9am, afternoon exams will start at 1.30pm. If you are sitting back to back exams a staggered start will show on the timetable and on your individual timetable.
2. Seating plans for each exam will be displayed the day before, this will include students who have special access arrangements. Students should check these seating plans to ensure they know where they need to go to for each of their exams. Seating plans are arranged in candidate number order and may also be in tier order (foundation or higher). Please note if your candidate number does not appear on any seating plan, please notify the Examinations Officer immediately.
3. If you are late you will be reported to the exam boards and may be disqualified.
4. You must bring black biros or black ball point pens, pencils, rulers and erasers to every exam in a clear pencil case. Students **MUST NOT** use correcting pens, fluid or tape, erasable pens, blotting paper, highlighters or gel pens.
5. You should bring calculators to every Maths, Science, Biology, Chemistry and Physics exam unless the exam is a NON CALCULATOR paper. Anything stored in the calculator's memory should be cleared.
6. Some exams may finish after 3.35pm, you will have to make alternative arrangements to get home if you normally catch a school bus. You will not be able to leave the exam early.
7. If you are too ill to sit an exam you must phone the school office on 01773 832331 to explain, you are advised to see your doctor or nurse to get a medical note which you or your parent/carer must bring to school within 3 working days. Serious injuries (i.e. broken arm) should be reported to the school office as soon as possible.
8. You must read the notices on the school website at www.davidnieper.academy examination information which includes JCQ rules and regulations. Please read them as you must follow these rules and regulations for exams or you may be disqualified.
9. GCSE students: if your exams total 5h30m or more on one day please see the Exams Officer as soon as possible.
10. If you have more than 3 hours timetabled in any morning or afternoon session please see the Exams Officer as soon as possible.
11. If you have 2 or more exams timetabled in the same session you will take them 'back-to-back' unless they total more than 3 hours in one session.
12. No mobile phones, MP3s/4s, iPods, smartwatches/watches or any other personal electronic devices are permitted in the exam room at any time unless they are medical devices.
13. You may bring a small bottle of water to the exam but it must be in a clear bottle with the label removed. NO FOOD is allowed in exam rooms unless a student has a pre-declared medical condition (written medical consent is required for this).
14. Students must wear full school uniform throughout the exam period. Hats and caps are not permitted. Gloves and scarves must be removed.
15. If you are diabetic you should bring a box of sensible snacks to leave at the front of the exam room.
16. Students who need to take medication during the exam should inform the Lead Invigilator before the exam starts.