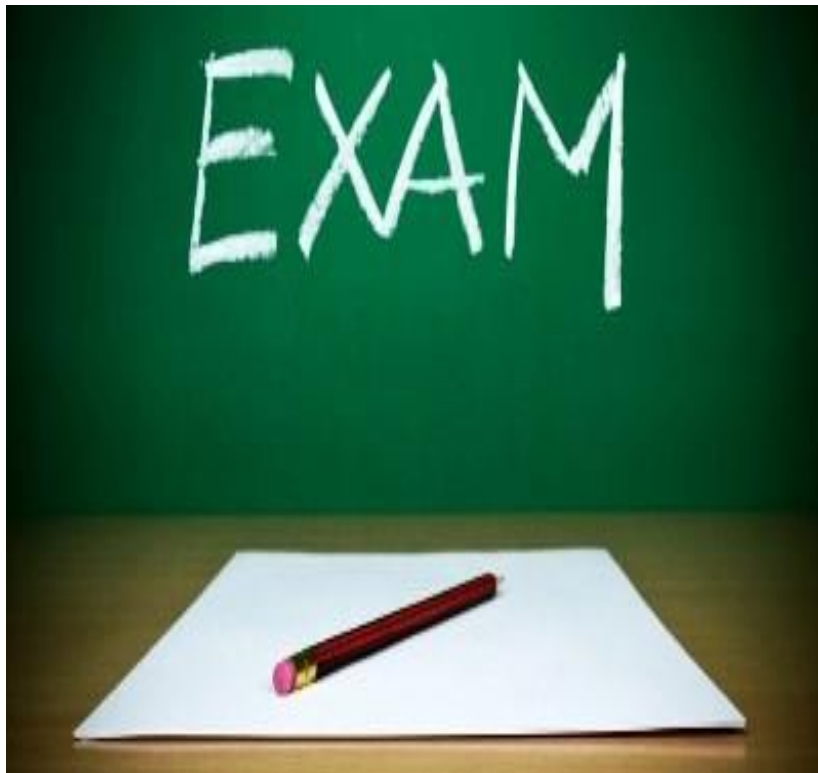




EXAMINATIONS INFORMATION
BOOKLET



PRIDE THROUGH SUCCESS

EXAMINATION INSTRUCTIONS FOR STUDENTS

FULL SCHOOL UNIFORM MUST BE WORN FOR ALL EXAMINATIONS

DO:

KNOW THE TIME AND PLACE OF YOUR EXAM

Make sure you know exactly when and where your Exams are. Summer Public Exams Timetables are in each Hill, published on the Academy's web-site and in the Exam Notice Board.



You will have received a timetable to your School email address. If you need another copy, please see Mr Wilson, Examinations Officer in F2.

Seating Plans will be available to view outside the Sport Hall (s) and on the Exam Notice Board.

ARRIVE ON TIME

Exams at the Academy start at **9.30am** or **1.30pm**. Please make sure you are at the designated meeting place **at least 15 minutes before** the start of the exam.

If you arrive more than 30 minutes after the start time of the Exam, you may not be allowed to sit the paper.

TELEPHONE

If you are unwell on the day of the exam, please telephone the Academy and **leave a clear message**, stating your name, form and exam title, for the attention of the Exams Officer. (01424 711950) **You will also need a Doctor's note to prove your illness.**

BRING A BOTTLE OF WATER (no other type of drinks are allowed)

Bring a **clear bottle of water with no labels**. It will help your concentration by keeping you hydrated.



TURN OFF YOUR MOBILE PHONE AND PUT IT IN YOUR BAG

Make sure your mobile phone is **not on your person during the exam !**

DO NOT

MISS AN EXAM

If you miss an Exam you will **NOT** be able to do it again.



If you **do not** have a valid reason, for missing the Exam, the Hastings Academy will charge you for the cost of the Exam.

DO NOT SPEAK

Once inside the Exam Room, the Exam Boards state that you **must be silent**. If there is any communication of any sort between any students whilst in the room, the students **could be disqualified** from that Exam.

You must remain silent until you are outside the Exam Room.



DO NOT ASK TO LEAVE EARLY

You will **not be allowed to leave** the Exam Room until the finish time of the Exam. If the Exam finishes past the end of the Academy Day, please make sure you have made arrangements to get home. If you usually collect Brothers/Sisters from primary school, please make other arrangements.

Do not make Medical appointments close to the end of the exam. If the start time is delayed, you will miss your appointment. If you have a hospital appointment, please bring a copy of the letter to the Exams Office before the day of the exam, as exceptions may be made.

DO NOT KEEP YOUR MOBILE PHONE IN YOUR POCKET

Mobiles, MP3s, MP4s, ipods, Headphones etc are not allowed in the Exam Room. **You could be disqualified** from your exam if any electronic device is found on your person during an Exam.



Watches

Digital and Smart watches are not allowed in the Exam Room

Invigilators



- ◆ The Academy employs external invigilators to conduct the examinations and students are expected to behave in a respectful manner towards them and follow their instructions at all times.
- ◆ Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- ◆ Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and dealt with accordingly by the Academy.

Emergency Evacuation of an Examination Room

On Hearing the Fire Alarm Candidates must follow the instructions given by the Invigilators.



- Stop writing and leave the question papers and scripts on their desks.
- Evacuate the room in an orderly fashion without talking. Do not attempt to collect bags or coats.
- Candidates must assemble on the MUGA accompanied by the Invigilators
- When assembled candidates will be checked against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession , nor talk to another candidate.
- Candidates will be supervised as closely as possible while they are out of the examination room.
- There must be no discussion about the examination. Candidates will still be under examination regulations.
- At the end of the emergency the Examinations Officer or a Senior member of staff will inform candidates when to return to the examination room.
- On return to the examination room candidates will be allowed the full working time set for the examination.
- A full written report will be sent to the Examination Board.



Please check The Hastings Academy website for information about exams.

<http://www.thehastingsacademy.org>

The Exams section can be found under The students' dropdown.

Check the Exams Notice Board

You will be able to see exam timetables and other useful information.

**The Hastings Academy wishes you
every success with your exams.**

If you require any further information, please contact
Mr Ian Wilson, Examinations Officer, on 01424 711950.