



**COOMBE WOOD
SCHOOL**

Public Examinations Information for Students

Arriving at School

Check your timetable and any additional information you may have been given regularly so you are clear when your exams are. Leave plenty of time for your journey and report to your tutor for registration at 8:30 am and/or 1:00 pm. After registration, your tutor will escort you to the sports hall and you should wait outside quietly until invited in by an invigilator or member of staff. Students sitting exams in other rooms, should make their own way and wait outside the room until admitted. Morning exams begin at 9 am and afternoon exams begin at 1:30 pm.

Seat and Candidate Number

Learn your four-digit candidate number (on your timetable), you will need to put this on your exam paper. Check the exam noticeboard (opposite the assembly hall) regularly for your seat number and location of your exam. Your seat will not always be the same.

Equipment

Make sure you have all the equipment you need for your exam and sufficient spares. **YOU MUST NOT USE BLUE INK PENS; ONLY USE BLACK INK PENS.** Gel pens, erasable pens and correcting fluid are not allowed. Highlighters may be used in questions, but never in answers.

Calculators must meet the awarding bodies' regulations. Any covers and instruction leaflets should be removed and placed under your desk. Any stored data must be cleared from the calculator's memory before the exam begins. Graphics calculators and those with a USB port are not permitted.

Carry your equipment in a clear pencil case or clear plastic bag.

Toilet

Go to the toilet before you enter the exam room, you are not expected to need the toilet during the exam. Trips to the toilet during exams are permitted only in exceptional circumstances and you will not be given back the time missed.

Food and drink

No food, including sweets and chewing gum, is permitted. You may bring in a small bottle of water. The bottle must be clear plastic (not coloured) and be free of labels, branding and words. No other drinks are allowed.

Prohibited Items

Under no circumstances are you allowed to take a mobile phone, iPods, MP3/4 players, any kind of watch including wrist watches, iwatches, smart watches, any potential technological/web enabled sources of information, any electronic communication/storage device or digital facility. It does not matter whether the device is switched on or not – you are forbidden to have these items in the exam room. Failure to comply with this will result in your papers not being marked.

Unnecessary or prohibited items should ideally be left at home or stored in lockers. Small items, such as mobile phones and watches, must be handed to tutors during registration and collected from the school office at the end of the exam.

Uniform

Full school uniform must be worn by all students in Year 11 or below. HRF kit must not be worn. Normal dress codes apply to sixth formers. No coats or bags are allowed in the exam room. Form tutors and invigilators will instruct students as to which room their bag/coat should be left in. Students are encouraged to only bring in what they require for the examination.

Behaviour

Once you are in the examination room, you must not communicate with any other candidates at all. Communication includes turning around, attempting to make eye contact, as well as smirking, smiling, talking, making persistent noises, clicking pens etc.

If you need to speak to the invigilator, raise your hand but do not call out.

Candidates must not open the exam booklet or write anything on the exam paper until told to do so by the invigilator. Only begin the examination when you are told to do so. When you are told to stop writing, you must stop immediately and not attempt to carry on.

If you finish your exam early, you must check your work carefully until the end of the exam. You will not be permitted to leave early.

At the end of the exam, students must remain seated and in silence while the scripts are collected and checked. Question papers, answer papers and additional paper must not be taken from the exam hall.

The invigilators will dismiss students from the hall a row at a time. Silence is to be maintained until you are well away from the exam room, so you do not disturb candidates sitting longer exams.

Illness

Public exams take place at set times and cannot be rescheduled, so you should try to attend if you can.

If you are too ill to attend your exam, you must notify the school office first thing in the morning and provide the exams office with medical evidence from your doctor. Please note: a note from your parent/carer will not be accepted by the exam boards as evidence. In some exceptional cases, it may be possible for the school to make an application to the exam board for special consideration.

Exam Regulations

Candidates should make sure they have read and understood the exam regulations emailed to their school email address. Copies will also be available to view in the Learning Hub and on the exam noticeboard.

Results

Please see a separate notice regarding the collection of exam results.