

Examination guidance notes

The PPE exams have been set up to reflect the summer exams as much as possible and are to help you get ready for these. If there are any procedures you are unclear of please speak to the exams officer, Miss Worrall, who will explain exactly what is expected during the exams.

These rules are not made by the school, we have no control over them. The rules are followed by all schools in the country and it is imperative that we follow them. We therefore use them in all our PPE exams to allow practice and enable the boys to become familiar with the expectations.

The following is information you need to be aware of as you embark on taking your GCSEs next summer.

- A copy of the JCQ Candidate notices will be displayed on the notice board outside the exam officers room. Please look at the notices and familiarise yourself with the procedures. These can also be found on the year 11 hub, along with the PPE timetable.
- Please read your individual exam timetable carefully as some of your exams will be taking place in the Gym, Lecture Theatre or the Performing Arts Studio (D1 on your timetable). If in doubt, ask.
- Please arrive on time for all exams. If you are going to be late or absent please call the absence line by 8.00am at the very latest.
- All bags must be stored in the designated areas. The exam invigilators or a member of staff will tell you where to put your bags on the day of your exam.
- Mobile phones must be switched off and placed in your bag: these should never be on your person in the exam room.
- Only 500ml clear water bottles are allowed in the exam room and all labels must be removed. They must only contain water. Larger bottles will not be allowed in the exam room. Bottles with non-spill lids are preferred in case it is knocked over.
- Line up quietly outside the exam room and await instructions from the invigilator or a member of staff.

- Once you enter the exam room you must be silent and remain silent until you exit the room. There must not be any communication at all (verbally or visually) with any other pupils. You must face the front at all times. If you need to ask a question, raise your hand and wait for an invigilator to come to you.
- You must not write on your exam paper until you are told to do so.
- Listen to the instructions read out by the exam invigilator carefully.
- Respect the exam invigilators at all times, they are members of school staff and must receive the same level of respect as any other member of staff. Any disrespectful behaviour will not be tolerated, it will be recorded and dealt with accordingly.
- Please ensure you bring the appropriate stationery and equipment to all exams, for example you must bring your own calculator, pens, pencils, ruler, rubber in a clear pencil case. Only write in black pen, unless you need to use colour to draw diagrams, maps, charts, etc.
- If you need another student specific exam timetable please see Miss Worrall. Spare full exam timetables are also held by your Head of Year, form tutor and in reception

Breaches of these rules will be shared with parents, they may lead to disciplinary measures and could lead to your exam paper(s) not being marked. This mirrors the outcomes from breaches in the summer final exams.