**PREPARING FOR YOUR EXAMS**

**Understanding your timetable**

A complete list of all your entries appears on your timetable. If you are missing any or think something is incorrect, speak to your teacher or exams office immediately. Keep your timetable somewhere safe.

Your teachers will notify you when practical and other assessments are due to take place.

**Start and finish times**

All external examinations will start at 9.00am for the morning sessions and at 1.00pm for the afternoon sessions unless you are specifically told otherwise**.** If you are late, you should phone the school to inform us what time to expect you. You may not be allowed to enter the exam if you arrive too late. You should report to attendance at main reception immediately on arrival.

If you have any exams that are scheduled to finish at or after 3.05pm and you would normally catch a school bus, **you must make alternative arrangements** to get home safely. You will not be allowed to leave the exam hall before the published finish time for any exams.

**Clashes**

You may find you have two or more exams scheduled for the same session. If exams need to be moved you will be informed, and a new timetable issued via your form tutor. You should check your school email account regularly as notification of changes will also be sent to you via email. **You do not need to inform the exams office that you have a clash.**

**Behaviour**

Behaviour and dress anywhere on or around school premises must conform to our usual accepted standards. You must continue to wear your normal school uniform for exams. Once you have entered the exam room you will be under formal exam conditions and you should not expect to leave until the examination has finished.

**Please note – toilet breaks are for emergencies only, please make sure you go to the toilet prior to your exam.** If you have any questions or concerns during your examinations, you should raise your hand and speak to one of the invigilators.

**Seating**

The majority of examinations will take place in the Sports Hall for GCSE and the Gym for GCE. Seating plans will be displayed on the windows in The Hive and noticeboard outside Sixth Form. You must check to see where you are sitting **before** each exam.

**Absence**

If you are unable to attend an exam for any reason, it is essential that your parent/carer telephones the school as soon as possible so we can give the best possible advice. The school will seek to recover the cost of any examinations missed if there is no medical evidence or other valid reason submitted to account for your absence.

**Contingency Day**

A **contingency** date is an **afternoon/day** specifically set aside should sustained national or local disruption arise during the examination series. If disruption happens, the GCSE and/or GCE (A Level) examinations would be taken either for the first time or again on that **day**. **The contingency days for 2024 are the afternoon of 6th and 13th June and 26th June.**

**Exam Day Guidelines**

**What is permitted:**

* CLEAR PLASTIC PENCIL CASES OR CLEAR PLASTIC BAGS must be used for writing equipment, spare pens (black only – **not gel pens**), pencils, rubber. **Do not come to an examination without these items.**
* Programmable calculators, when permitted, must be cleared and any plastic sleeve or cover must be removed. Spot checks will be carried out.
* A small CLEAR drinking bottle containing water only is permissible. All labels must be removed. No other drinks are allowed.

**Items that will be collected in the exam room:**

* **Mobile phones must be switched off**
* **Watches of any kind**
* **AIRPODS**
* **Any Web Enabled Device**
* **Calculator lids**

**Please leave all personal possessions including coats/bag in your locker/the library, NOT outside any examination room.**

**POSSESSION OF UNAUTHORISED ITEMS IS AN INFRINGEMENT OF THE REGULATIONS AND COULD RESULT IN DISQUALIFICATION.**

**Any electronic equipment brought into the exam room must be placed in the plastic wallet on your exam desk and handed to the invigilator. You should remember that we advise you not to bring valuable electronic items with you as the school can take no responsibility for loss or any damage caused.**

**Results day for GCE is Thursday 15th August 2024**

* Results will be available from 9.00am in the Sixth Form Centre. Please remember your results cannot be given to anyone else unless you provide them with written and signed confirmation that they have your consent to collect, **this includes your parents.**

Reception will be open until 12.00pm on Thursday 15th August and the exam office will be open on Friday 16th August from 9.00am–12.00pm.

**Results day for GCSE is Thursday 22nd August 2024**

* Results will be available from 9.00am in the Sixth Form Centre. Please remember your results cannot be given to anyone else unless you provide them with written and signed confirmation that they have your consent to collect, **this includes your parents.**

Reception will be open until 12.00pm on Thursday 22nd August and the exam office will be open on Friday 23rd August from 9.00am–12.00pm.

**By post**

A stamped addressed envelope can be left with the school office before the end of the summer term. Your results will be posted on results day.

**Data Protection**

Candidates are informed that relevant personal data (name, date of birth, gender) has been transferred to the awarding body for the purpose of examining and awarding qualifications.

**results will only be issued in the ways described.**