

## **Information For Examination Candidates 2008/2009**

### Timings

At this Centre the timings for Exams are as follows:

Morning Exams begin at 8.30 a.m. prompt.

Afternoon Exams begin at 1.30 p.m. prompt.

This is the time that candidates are instructed to begin writing. You should be in the Playground at least 15 minutes before the start time.

If you arrive late you will not be admitted to the Exam room.

### Permitted Items

You may only take into the Exam room the items permitted. Any pencil cases must be transparent.

You may only write in blue or black ink. Tippex may not be used.

### Uniform

You should be in your full school uniform / smart dress for years 12 & 13, failure to present yourself appropriately dressed will result in you not being allowed to sit examinations.

### Malpractice

Items which are not allowed to be taken into the Exam room include mobile phones (even if they are turned off), Walkmans, Personal Digital Assistants, any form of radio communication device, personal notes, bags, instruction leaflets for calculators or any item which could be used in unfair practice.

You must not talk or engage in any kind of communication with any other candidate at any time whilst you are in the Exam room.

Any incidence of suspected malpractice must be reported to the Awarding body. They will investigate and decide upon the punishment. They can even prevent candidates taking any further exams with any Awarding body.

During Summer 2005 and 2008 candidates at this centre lost all credit for an examination after being discovered in possession of a mobile phone in the exam room.

### Statements of Entry

Prior to the Exam Season you received a 'Statement of Entry'. This informs you of your exam times and dates. You need to check this very carefully as soon as you receive it. You should bring it with you to each exam you sit and memorise your candidate number.

Carefully check your name is correct as well as the Date of Birth. Any errors must be brought to the attention of Mrs. Tucker immediately. Once examination boards have printed your certificates in the Autumn they charge £32 for amendments, which the school will not pay, as you have had ample opportunity to check your details.

### Clashes

For AS candidates you will be required to sit all papers for each subject in a single session. This does not constitute a clash. If you have a genuine clash you need to see Mrs. Tucker, who will already be aware of your clash, as soon as you get your Statements of entry and she will advise you accordingly.

### Results

Available for collection between 10 a.m. & 12 p.m. on the following dates

GCE JANUARY – March 12th

GCE & BTEC – August 20<sup>th</sup> 2008

GCSE – August 27<sup>th</sup> 2008

We will not issue results by phone and require that you collect them in person or that a parent or guardian does so.

If you are unable to collect them then please give Mrs. Tucker a Stamped Addressed Envelope prior to your departure for study leave.

### Certificates

These are available for collection during the **month** of January 2010. We will not post them as these are legal documents which cannot be replaced by us if lost.