

King Edward VI Lordswood School for Girls  
& Sixth Form Centre



EXAMINATIONS

# INSTRUCTIONS & INFORMATION FOR STUDENTS AND PARENTS



## **EXAMINATION INSTRUCTIONS**

1. All students should make sure that they know exactly when the examinations are timetabled, especially whether they are during the morning or the afternoon. Room lists and seating plans will be on display in the main foyer outside reception on the morning of each examination. All dates, times, rooms and seat numbers can be found on individual student examination timetables.
2. **ALL** relevant items should be brought for each examination, e.g. a calculator, protractor and compass for Mathematics and Science examinations. Please make sure you also bring in pens, pencils, eraser, ruler and a sharpener in a **clear** pencil case or plastic bag any items not relevant to the examination are unauthorised materials and will be considered as malpractice.

**ONLY BLACK INK PENS SHOULD BE USED. TIPPEX IS NOT ALLOWED.**  
**HIGHLIGHTER PENS CAN BE USED ON QUESTION PAPERS ONLY. THEY SHOULD NEVER BE USED ON ANSWER BOOKLETS.**

3. Enough time should be allowed to get to School so that if there are delays for any reason e.g. heavy traffic, students will still arrive in good time.

### **TIMINGS**

**Students should be at the examination room at the following times:**

**Morning examinations: 8:30am**

**Afternoon examinations: 1:30pm**

**Unless an alternative time is specified on your examination timetable**

4. Students arriving late but within 30 minutes of the examination time will be allowed to take the examination however, the relevant Examination Board will have to be notified. Students, who arrive more than 30 minutes after the start time of any examination may not be able to sit the examination.
5. Students who miss an examination will **NOT** have the opportunity to take it at any other time during that examination season. Students who are too ill to take an examination **MUST** telephone the School at the earliest opportunity and leave a message for the Exam Officer. NHS Proof of illness will be required to cover the absence.
6. Students who do not have a genuine reason for missing an examination will be charged £50 to cover the cost of the missed examination. Failure to pay may lead to results being withheld.

## Summary of the Examination Day

You will be given a personalised timetable which has all the relevant information that you will need for each examination. It will have the date, time, duration and title of each examination and also the room that the exam will be taking place and your seat number. You will receive a hard copy of this timetable. Seating plans will also be displayed in the Ante Hall and in the Sixth Form Centre.

In order to protect the floor of the Sports Hall you must wear rubber soled shoes or trainers (during exam weeks only). You must arrive promptly for each examination, bags and coats will be placed in allocated places (through the main entrance, by the PE office) and you will then line up in the Sports Hall in column order in front of the displayed letter corresponding to the seating plan. **YOU MUST LINE UP AND WAIT IN SILENCE** before being directed to the examination desks.

From the minute you enter and leave the examination room, you are under examination conditions, this means that you must be silent at all times and you must not communicate in any way with other candidates. Anyone that does not adhere to these regulations will be removed from the examination room and will need to complete all of their examinations in isolation after school.

**Students must check carefully in which room the examination is taking place, as there will be various other examinations taking place throughout the School.**

If your examination is in any other room, you are expected to follow the rules stated above. You will line up in silence outside the room and then will be directed to your examination desk.

**Students must not bring mobile phones, watches or any other items that are not relevant to examinations**

6. The School will confiscate any mobile phone that is taken into the examination room. There is zero tolerance concerning mobile phones, this includes mobile phones that are left in bags due to the possibility of them interrupting the examination. You can either lock your phone in your locker or hand it in to a member of the office staff who are situated in the Ante hall collecting mobile phones every morning as you come into school. You are not allowed to wear any type of watch. There is a large digital clock and two analogue clocks that will be on display. You should not have any other items on your person or in your pockets that are not relevant to the examination.
7. **Only clear bottles of water are allowed into the examination room.** Students are allowed to bring only a **clear** bottle of water into the examination room; labels must be removed from the water bottles prior to the examination. You are not allowed to bring any drink other than water. Drinks that are not water or that are not in a clear bottle will be confiscated. Sweets, chewing gum or any other type of food is **NOT** allowed.
8. Only clear, see through pencil cases are allowed on your examination desk, which should only contain the equipment relevant to the examination, there should not be post-it notes or any other pieces of paper in your pencil case, even if they are blank,

this will contravene examination regulations. Consequences of contravening regulations are outlined in the school examination policy. You must ensure that you have all the equipment necessary for you to complete an examination, the school is not responsible for providing you with any items that you may have forgotten. **BE PREPARED.**

9. There **MUST NOT** be any writing on your hands, this includes henna designs. If you arrive at school with writing or designs on your hands that cannot be quickly removed could result in you not being allowed to take the examination.
10. You should not bring tissues to the examination, should you need a tissue during an examination, you will need to raise your hand and an invigilator will bring a tissue to you.
11. You must ensure that you have been to the toilet prior to entering the examination room, as you will not be allowed to leave the examination room until the end of timetabled time.
12. The invigilator will give clear instructions that are written on the front of the examination paper and time allocated to the examination. You must not open your paper until the invigilator has told you to do so; the time of the examination will start from this point. If you need any assistance during an examination, you will need to raise your hand and an invigilator will come to you. If you suspect that there is an error on the examination paper that you have been given please raise your hand and indicate this to the invigilator who will investigate this. The invigilator will bring you extra paper should you need it and supply you with a tissue. However, an invigilator cannot explain any content of the paper nor tell you the meaning of a phrase or word.
13. Any queries regarding examinations should be directed to the Exam Officer, Mr Fox, who can be contacted via email or in person in 006.

### **INSTRUCTIONS FOR A FIRE DRILL DURING THE EXAMINATIONS**

We do hope that no fire alarms go off during the examination period, however if one does go off these instructions must be followed in **COMPLETE SILENCE.**

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be escorted by invigilators from the room in silence and in the order that you are sitting. Leave all equipment in the examination room.
3. When you leave the room you **MUST** be at least one metre away from the students in front and behind you.
4. You will be escorted by the invigilators to the tennis courts. You will have to be separate from the rest of the School.
5. When you return to your examination room, do not start writing until the invigilator tells you to do so.

**LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC**