



**EXAMINATIONS –
INSTRUCTIONS
TO
CANDIDATE
BOOKLET**

2016-2017

**These instructions apply to all examinations taken in the
period**

September 2016 to August 2017

**Please read these instructions
thoroughly before each examination
session, controlled assessment and
on-screen test.**

OUTWOOD ACADEMY ACKLAM

Examinations – Instructions to Candidates

EXAMINATION SERIES 2016 – 2017

This booklet of instructions applies to all final examinations taking place from September 2016 to August 2017.

REMINDERS

- When you have been issued with a final Examination Timetable you must check that all the examinations you are entered for appear on your timetable.
- Most **morning examinations begin at 9.00am**. Most **afternoon examinations begin at 1.30pm**.
- (You must check the Exams Information Notice Board which is near to the glass doors at Main School Reception area for final rooms, times and seat number).
- All students with Access Arrangements will sit their examinations in the Expressive Arts corridor.
- Seating plans will be displayed on the day of the examinations on the Exams Information Notice Board.
- Check The Exams Notice Board for your examination room and seat number.

Remember it is your responsibility to make sure that you arrive at the correct place at the correct time on the correct day.

SEATING ARRANGEMENTS FOR EXAMINATIONS

- The examination room will be set in rows and lines.
- Each row is given a letter, e.g. A, B, C etc and each line is given a number 1, 2, 3 etc. Each student will therefore have a 'Battleship' number for each examination. This number will usually be different for each examination.
- On the day of the examination the seating arrangements for the day's examinations will be posted up on the Exams Notice Board which is near to the glass doors at Main School Reception area. Students will sit examinations in Candidate Number order.
- Each student needs to find out his/her Battleship seat number each morning prior to the examinations.
- It is essential all students find out their Battleship seat number prior to the examination starting if the examination is to begin on time.
- **ALL EXAMINATIONS MUST BE WRITTEN IN BLACK INK.**
- Any equipment taken to your examination desk must be in the form of a clear transparent bag/pencil case (not coloured plastic). No spectacle cases or calculator cases or lids will be allowed on your examination desk.

EXAMINATION ROOMS

- No books, coats, sweets, bags or other materials may be taken to your examination desk. Bags and coats must be left at a place specified by the invigilator.
- Eating is forbidden during examinations.
- Water may be taken into the examination room provided it is in a secure non-spill bottle. **ALL BOTTLES MUST HAVE LABELS REMOVED OTHERWISE THESE WILL BE CONFISCATED.**
- **Coats, hats and scarves may not be worn in the examination rooms.**
- Instructions for the use of calculators, calculator cases, pencil cases, reference materials and paper must not be brought into the examination room.
- **MOBILE PHONES, PAGERS, TABLETS, I-PODS and MP3 PLAYERS ARE STRICTLY FORBIDDEN IN AN EXAMINATION ROOM. DO NOT BRING ANY OF THE ABOVE TO AN EXAMINATION.**
- All students found with forbidden items in their possession must be reported to the Examination Boards (as per Examination Board regulations), whether they intended to use them or not. In most instances Examination Boards will disqualify you from your examination. Please consider how this will jeopardise your future.
- The use of erasing fluid, e.g. **Tippex**, is not allowed by Examination Boards.

EXAMINATION BOARD REGULATIONS

- Examination regulations apply as soon as you enter the examination room. Any talking or communicating of any kind between candidates during this time or while the examination is in progress will result in the candidates being reported to the Examination Board (as per Examination Board regulations) and may lead to disqualification from this and any other examination for the Board concerned.
- Graffiti – the writing, drawing or the marking of desks is forbidden.
- Students must not write inappropriate, obscene or offensive material in written exams.
- Students must not enter the examination halls with writing on their arms, legs and hands.
- If you have any doubt about anything on the examination paper, then raise your hand and ask an invigilator when he/she arrives at your desk. The invigilator will decide if any help can be given.
- If you need to leave the examination room for whatever reason, raise your hand to attract the attention of an invigilator. You will not be allowed to leave the examination room and return unless accompanied by a member of staff.
- **REMEMBER! ONLY IN AN EXTREME EMERGENCY WILL THIS BE ALLOWED.**
- No student will be allowed to leave before the full duration of the examination.

LATE CANDIDATES

If you are late for an examination the invigilator will inform you as to whether you are still eligible to sit the examination or not according to the Examination Board rules. The Examination Boards must be informed of any student turning up late to an exam.

Please Note: The Examination Board may only mark your paper up to the normal finishing time.

ILLNESS

- If you are not able to attend an examination due to illness the school must be advised before 8.25am.
- If you fail to take a final examination because you are ill you will not be able to sit the examination at a later time during the **same examination series**.
- If you fail to turn up for an examination because you are ill it is sometimes possible to be awarded a grade based upon an estimate of what you might have achieved.
- In order to qualify for this school must have a medical certificate from your Doctor for the appropriate day of the examination(s) involved. It must be stated however that a grade is not awarded in all cases.

AFTER YOUR EXAMINATION HAS FINISHED

- You will either return to normal lessons or leave the Academy premises depending on the finish time of your examination.
- Remember to make alternative arrangements for getting home if your examination finishes after the school buses have left.

ACADEMY UNIFORM MUST BE WORN

FOR ALL EXAMINATIONS

‘Good Luck with your Examinations’



Joint Council
For Qualifications

Candidate Information

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