

EXTERNAL EXAMINATIONS Year 12 and 13

Instructions to Candidates and Information for Parents

Please read this carefully and keep it safely for reference.

- 1 REGULATIONS FOR THE CONDUCT OF THE EXAMINATIONS ARE LAID DOWN BY THE EXAMINATION BOARDS. IT IS THE RESPONSIBILITY OF CANDIDATES TO FAMILIARIZE THEMSELVES WITH THEM. ANY BREACH BY A CANDIDATE COULD RESULT IN THE CANCELLATION OF ONE OR ALL OF HIS / HER PAPERS.

COPIES WILL BE DISPLAYED ON THE EXAMINATION BOARD AND NEAR THE EXAMINATION ROOMS.

2 TIMETABLE AND SEATING

You have been issued with a personal timetable with seat numbers and a full Exam timetable is available on the Exams page of Tring School website and displayed on the Exam noticeboard. It is your responsibility to turn up at the correct time for each examination, knowing your seat number.

Morning examinations are scheduled to start at 9.00am. Afternoon examinations are scheduled to start at 1.30pm – please check examination timetable. Some examinations have different timings: read the timetable very carefully. You should aim to arrive in school *at least twenty minutes* before the scheduled start of the examination.

PLEASE CHECK TIMES VERY CAREFULLY.

MOST EXAMINATIONS WILL TAKE PLACE IN THE DESBOROUGH HALL WITH SOME IN THE GYM OR F2. Each day check the noticeboard outside the Desborough Hall to see that there are no changes to your room or seating plan.

3 CLASHES

WHERE TWO OR MORE AS or A2 EXAMINATIONS IN THE SAME SUBJECT ARE TIMETABLED IN THE SAME MORNING OR AFTERNOON SESSION IT IS TECHNICALLY A CLASH. CANDIDATES WILL TAKE THE EXAMINATIONS CONSECUTIVELY [AS SHOWN ON THE TIMETABLE]. A supervised break will be arranged between exam sessions where there are 2 modules longer than one hour.

If you have a clash of different subjects in the same session (SEE FULL TIMETABLE), your seating timetable will show you the order in which the papers are to be done and this may well mean you will remain supervised throughout the morning and afternoon. You MUST remain supervised between these exams, so if it involves a lunchtime make sure you bring refreshments with you. YOU WILL NOT BE ALLOWED TO GO TO THE CANTEEN OR COMMON ROOM.

- 4 **BE SURE YOU ARE PROPERLY EQUIPPED FOR EVERY EXAMINATION** eg black pens, calculator where allowed, pencil rubber, pencil sharpener, ruler, writing and drawing equipment, and where necessary geometrical instruments. You may bring a drink of STILL water in a clear, unlabelled bottle.

Pencil and calculator cases must not be brought into the examination room. Equipment may be carried in a clear polythene bag.

CALCULATORS AND WATCHES WHICH CAN PLAY TUNES OR ALARMS MUST BE ADJUSTED TO REMAIN SILENT THROUGHOUT THE EXAMINATION. WATCHES WHICH INCORPORATE CALCULATORS MUST NOT BE BROUGHT INTO EXAMINATIONS WHERE CALCULATORS ARE NOT ALLOWED.

**MOBILE PHONES ARE STRICTLY FORBIDDEN IN THE EXAMINATION ROOM, EVEN SWITCHED OFF.
BRING A SPARE BLACK PEN TO EVERY EXAMINATION.**

You are required to write your answers in **BLACK INK ONLY**. No other colours may be used; nor must you write in pencil. You may use highlighter pens to help with interpreting questions, but not as part of an answer.

You are not permitted to use correcting pens, Tippex or any other correcting fluid. If you make a mistake you should cross it out neatly. Examiners take no notice of work which has been crossed out.

- 5 **IF SICKNESS, ACCIDENT OR ANY OTHER REASON PREVENTS YOUR ATTENDING ANY EXAMINATION**, please ring the school (822303) to let Mr Freeman know. If applicable, any Doctor's certificate must reach Mr Freeman *as soon as possible following the paper you missed*, though this does not imply that its receipt by the Board will influence results.

6 PROCEDURE IN AND NEAR THE EXAMINATION ROOMS

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PLAN OF F2 BOARD

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