

**Points for Year 13 to bear in mind ( and to show their parents ):**

- Read carefully the “**notice to candidates**” sheet which has been issued to each student taking public exams this summer. Pay particular attention to the instructions relating to:
  - calculators;
  - corrector pens;
  - mobile phones, iPods, smart watches etc.

**(PLEASE NOTE THAT MOBILE PHONES, ANY OTHER WEB ENABLED DEVICES OR ANY UNAUTHORISED MATERIAL CANNOT BE TAKEN INTO THE EXAM ROOM. IF, DURING THE COURSE OF AN EXAM, A CANDIDATE IS FOUND IN POSSESSION OF ANY OF THESE IT WILL BE REPORTED TO THE BOARD AND IT WILL COMPROMISE HIS EXAM RESULT. THIS IS LIKELY TO LEAD TO DISQUALIFICATION FROM ONE OR ALL EXAMINATIONS. )**

- Morning exams start at: **9.00 a.m.** but see below\*  
Afternoon exams start at: **1.30 p.m.** but see below\*  
Consult the **white noticeboard in the main entrance hall** each day for details of which room you are in for your exam.  
**\*Arrive in plenty of time - at least 15 minutes - before the scheduled start time of your exam.**  
If there is any reason why you are going to be late (traffic, met delays etc.) or why you cannot do the exam **you must inform the School Office immediately.**
- **If you are in any doubt about when your exam is due to take place ring the School;** don't rely on your friends. Consult your exam timetable every night.
- **Details of any illness, injury or serious family circumstances** which may affect your exam performance must be given to Mrs Capel, the School's Examinations Officer a.s.a.p. All requests must be accompanied by a letter from parents. In the Case of illness, a letter from a G.P. or hospital **may** also be required.
- **You will not be allowed to leave the exam room** until the official end of the exam unless there are important medical reasons. **It is the School's policy not to allow early departures because of the distracting effect it would have on the remaining candidates.** In any event the exam boards don't allow candidates to leave until at least an hour has gone by in order to safeguard the security of the exam.
- **You should not bring food and drink into the exam.** You may bring in water in a clear plastic bottle with the label removed but this must be placed on the floor by your desk.
- **You must be dressed as if it were a normal school day.** (This includes being clean shaven, not wearing jewellery etc. ) The School reserves the right to refuse a candidate entry to the exam room if he is not properly attired. Don't put us in the situation where you have to be sent home to put things right. It is your future!
- It is important that students **do not talk or distract each other** once the invigilator says that exam conditions are starting; usually once the process of handing out question papers begins. The candidates should not talk until they have left the room.  
**Any instance of students attempting to communicate with each other whilst exam conditions apply has to be reported to the exam board and could lead to the students in question being disqualified from that paper.**
- Make sure you bring all the equipment required for the exams. Black ink/ biro is required for all exams.

- **No potential technological/web enabled** sources of information will be allowed in the exam room and any **programmable calculators** (allowed only for Further Mathematics paper) will be checked by a member of staff to see that the memory has been wiped clean.
  - Students will be asked to remove any watch that they are wearing and place it on the desk in front of them.
  - It may be that when your exam finishes another carries on or that some candidates are allowed extra time, in which case you will be told not to talk until you are well away from the exam room/hall. **Please move away from the entrance to the hall as quietly and quickly as possible.**
  
  - **ALL STUDENTS, BUT PARTICULARLY THOSE HOLDING UNIVERSITY OFFERS, ARE STRONGLY ADVISED TO COLLECT THEIR RESULTS IN PERSON ON RESULTS DAY IN AUGUST.**
    - Do **not** telephone or email School for your exam results.
    - **WE WOULD STRONGLY ADVISE THAT YOU ARE AROUND ON RESULTS DAY TO COLLECT YOUR RESULTS IN PERSON** but If you are unable to do this then you must bring in written instructions for a **“Special Collection” to the Examination Office , before 3.30pm on Monday 15<sup>th</sup> July**, as follows:
      - an A4 stamped ( for large letter) and named and addressed envelope, with a note attached of the name and year group of the student;
- OR
- a £1 coin with a note attached of the name and year group of the student and also the name and address details of where the results are to be posted to;
- OR
- a letter of authority for another person to collect the results/enrolment pack for the student. On Results Day the person must bring in a driving licence, passport or bank credit/debit card as ID.
- NB.**
- **We will not accept special collection instructions after 3.30pm on 15<sup>th</sup> July.**
  - **Also, we will not accept any special collection requests by email.**
  - **If we have not received a special collection request and your representative turns up at School, they will be sent away again and advised that you will have to pick your results up on a day when School is open.**

We automatically request certification for A2 modules taken this summer. You can't go to university until this is done. However, if your results this summer are not up to your expectations and are insufficient to gain entry to the University of your choice you may decide to have a year off and resit some A2 modules at the same time as making another university application. You have to accept, and put on the U.C.A.S. form, the A Level grades you have already achieved this summer, in which case any resit modules you choose to do during a year off would lead to a further set of grades being issued next summer. **Our strong advice is to do as well as you possibly can this summer and thus avoid having to face this particular situation.** If you do decide to have a year off and retake modules the onus is on you to contact the School's Exams Officer **by mid September at the latest.** Let **Dr Marsden** know, on or after Results Day, if you intend to put in a U.C.A.S. application for 2020 entry.

On Results Day please ensure you complete our **“Results Day” document** on which we will ask you about your plans for the following year. This will also ensure that we have the correct details on file in preparation for the Senior Awards Evening which is planned for 16<sup>th</sup> December 2019. Information will also be available about access to UCAS Apply for 2020, for those of you who will be applying for courses commencing September 2020.