



**GUIDANCE FOR STUDENTS**

**TAKING EXAMINATIONS**

**- SUMMER 2014 -**

## GUIDANCE FOR STUDENTS TAKING EXAMINATIONS

- **Attending examinations**

1. Whilst you are still in attendance at school, you are entitled to a breakfast token to spend in the canteen prior to a morning exam. Bottled water is available during the summer examinations.
2. Report outside the examination room 10 minutes before the examination begins.
3. You must wear the correct school uniform.
4. At the end of the examination, you must leave the room quickly and quietly. Remember, in some cases, other examinations may still be continuing, and the remainder of the school is still working. Use the study rooms provided if you are staying in school.

- **Unable to attend the Examination**

If you cannot attend the examination for any reason, please ask your parents to telephone the school by 9.00 am. Ask for the message to be given to Mrs Gerrity. It is essential that a doctor's certificate is obtained to explain the reason for absence and sent to school, so that it may be passed on to the examination board.

## Examination Regulations

- You must not communicate in any way with another candidate.
- You must not have with you any unauthorised notes or books relating to the subject of the examination.
- You must not behave in such a way as to create a disturbance to other candidates.
- You must remain in your seat until the end of the examination.
- If you require paper, or need advice (which may or may not be provided) you should raise your hand and wait for the invigilator to come to you.
- If you feel ill you should raise your hand and speak to the nearest invigilator.
- You may **NOT** borrow equipment/instruments from any candidate. You must provide for your own requirements. It is recommended that you have a school examination kit. Correcting fluid and gel pens must not be used.
- Bags are not allowed. Pencil cases must be clear plastic.
- Calculators must be silent and you must not bring in cases or instruction booklets.
- Personal stereos and mobile phones are not allowed. Watches must be in their silent mode.
- You must not deface the desks.

## COLLECTION OF RESULTS

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## COLLECTION OF CERTIFICATES

- COLLECTION OF RESULTS:

**Years 9, 10 & 11** may collect the results from school between 10.30 am and 12.30 pm on **Thursday, 21st August 2014**.

- ISSUE OF CERTIFICATES:

Certificates are presented to students at the reunion evening in November.

For remaining certificates, students will be notified by post of which days the certificates can be collected from the front office. Permission slips are needed for those collected by somebody other than the student.

Please take care that certificates are stored safely. Examination boards charge approximately £35.00 per certificate for duplicates.