

**AWAY**

**SUMMER 2018 EXAMINATION ARRANGEMENTS**

You have now been issued with your individual exam timetable and a copy of the JCQ "Notice to Candidates".

Please check each of your exam entries carefully and if you have any questions at all see either your subject teacher or Mrs Rule in the main office.

Please take the time to learn your **candidate number** – it is on your exam timetable. You **MUST** always write this onto the front of your exam paper along with your full name. Take the time to check this as no changes can be made to your exam paper once you have handed it in and if you do not complete it correctly you run the risk of it going missing.

Please remember you must use a **BLACK PEN** to complete examinations. We will do everything we can to supply you with the correct equipment should you be missing something, however our supplies are limited so equip yourselves as far as possible.

All electronic and web-enabled devices must be either left in your bag or handed in to the invigilators. It is far better to leave them in your bag as collecting devices slows down the exam start and finish. If you do not comply with this rule and remain in possession of your devices you run the very real risk of being disqualified from the exam and any subsequent ones with that examination board. Wristwatches must be removed and placed on the desk in front of you.

All students should aim to arrive at the bag drop off point approximately 15 - 20 minutes before the start of the exam. If you are unwell or suffer an injury on the day of the exam please do still try and attend, making sure that you tell the staff straight away to allow us to support you as much as possible. In an extreme medical emergency contact school as soon as possible to let Mrs Rule know. You will be required to provide medical evidence of any illness or injury preventing you from sitting the exam.

Make sure you have something to eat before each exam, it will make a big difference to your performance.

Wishing you all the very best of luck in the forthcoming weeks.

Yours sincerely

Mrs Gill Rule

Exams Officer