



# YEAR 11 GCSE EXAMS

INFORMATION AND CONDUCT



## PROTOCOLS AND PREPARATION AM



When you have a morning exam

- Know your seat number

- Report to the small canteen and sign in at 8am

- Go from there to the year 11 canteen. You must then remain in the canteen. If you need any additional support Miss Reynolds and Mr Johnston and the year 11 team will be there.

- Your class teachers/AAP for the subject will come and speak to you in the canteen where you will receive any final exam guidance.

You will be taken from there straight to the changing rooms to leave coats/bags etc. You will be taken through the double doors and down the English corridor. You must remain with the member of staff leading.

- If you do not have an exam please go to form as normal

## PROTOCOLS AND PREPARATION PM



When you have an afternoon exam

- Know your seat number

- Report to the year 11 canteen and sign in at 12.45 ( you must then not leave the canteen therefore please ensure you have ben to the toilet over the lunch period. )

- Your class teachers/AAP for the subject will come and speak to you in the canteen and share any final exam guidance. If you need any additional support Miss Reynolds and Mr Johnston and the year 11 team will be there.

You will be taken from there straight to the changing rooms to leave coats/bags etc. You will be taken through the double doors and down the English corridor. You must remain with the member of staff leading.



## PREPARATION FOR ASSESSMENTS

- Be on time for all your exams. If you are late, your work might not be accepted.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- You must not take into the exam venue: notes / technology such as an iPod, a mobile phone, a smartwatch or a wrist watch .
- Any water bottles must be clear and have the label removed
- Any pencil cases taken into the exam venue must be see-through.
- You **MUST** write in **black pen** for all assessments
- Calculators are needed for all science papers and Maths paper 2 and 3
- Calculator and ruler needed for Geography
- **PHONES:** Must be kept in bags / blazers in changing rooms **which will be locked**
- **BLAZER POCKETS:** Pockets must be empty and you must have nothing other than your equipment

## DURING EXAMS



- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. Do not talk to or try to communicate with, or disturb other students once the assessment has started. **Do not turn around during or before exam.**
- You must not write inappropriate, obscene or offensive material.
- If you leave the exam venue before the exam has finished, you will be disqualified
- Do not borrow anything from another student during the exam.
- You must write clearly and in **black ink**
- If you need anything then please put your hand up and ask the invigilator.



## IN THE EVENT OF A FIRE ALARM

- In the event of hearing the fire alarm, please remain seated and await instructions, in silence
- If this then requires an evacuation (you are told to leave the exam venue) you will be directed **IN SILENCE** out of your exam venue to a dedicated space where you will be supervised by the invigilators.
- You remain **UNDER EXAM CONDITIONS** and will be taken back in as soon as it is safe - any time missed will be considered

## AT THE END OF ASSESSMENT



- Do not leave the exam room until told to do so by a member of staff.
- Go **straight to lesson** once you have been dismissed.

## PUNCTUALITY



- It is vital you are **punctual** and arrive at the **correct time and place** for signing in. Any lateness **will** have an impact on your exams.





SAINTS PETER AND PAUL  
CATHOLIC HIGH SCHOOL

# ESSENTIAL EQUIPMENT



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**KEEP  
CALM  
AND  
BE  
PREPARED**

