



## Summer 2022 Examinations Information for Students

- The details of all external examinations you are entered for this summer have been given to students in their personalised timetable (some BTEC external assessments have been advised separately). You should check all details are correct and advise Ms Okakpu (Examinations Officer), immediately if you think there is an error.
- You must ensure that you bring your candidate number (detailed on your statement of entry) with you to all examinations.
- If you have 2 examinations scheduled at the same time, the Examinations Officer will advise you of the arrangements for sitting your exams.
- For morning examinations, you must be lined up in the playground at **8.45am**
- For afternoon examinations, you must be lined up in the playground at **12.45pm**.
- You are responsible for bringing all equipment needed to each examination.
- Where calculators are allowed, any lid should be removed. The calculator must not be designed or adapted to have additional facilities or have retrievable information.  
[Further guidance is available in the Examinations section of the academy website.](#)
- Water bottles are permitted in the examination, but any labels must be removed.
- You should ensure that you have visited the toilet before your examination to avoid the need to go during the exam.
- You should also be familiar with the guidance set out in the '*JCQ Information for Candidates - written examinations*', [which can be found in the Examinations section of the Academy website.](#) It details the following rules :
  1. Be on time for all your exams. If you are late, your work might not be accepted.
  2. Do not become involved in any unfair or dishonest practice during the exam.
  3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
  4. You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
  5. If you have a watch, the invigilator will ask you to hand it to them.
  6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
  7. Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
  8. You must not write inappropriate, obscene or offensive material.
  9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
  10. Do not borrow anything from another candidate during the exam.
- Finally, if there are exceptional circumstances on the day of an examination that are likely to affect your performance (eg bereavement, severe illness or family trauma), your parent/carer should contact your Head of Year as soon as possible.