

# On the day of your examination

Make sure that you are organised, you know when and where the examination is taking place and that you have all the equipment you need for that particular examination.

Whilst you can purchase equipment when you arrive at school, it is better to be prepared beforehand.

Make sure you are in full uniform.

Be outside the venue at least 10 minutes before the scheduled start time of the examination. There will be signage to indicate where you must line up. You must line up in an orderly fashion.

## What happens if I cannot get into school?

If you are late, try to telephone or get a message to the school to let us know that you are on your way and where possible, arrange to still give you the full time allowed.

In the event of extreme weather conditions please check this website or our Social Media accounts where information specific to those with scheduled public examinations will be posted. We shall make every effort to run the examination as planned, and it is in your best interests to sit it. The examinations boards will not postpone public examinations due to extreme weather conditions. If you cannot get to school or you will be late, please try to telephone or get a message to us as soon as possible.

If you are unwell, try to telephone or get a message to the school as soon as possible. In the event that you are unable to sit an examination then a doctor's note may be required. If you are unwell but come in and sit the examination, then you may need a doctor's certificate for **special consideration**. If you feel unwell during the examination, you must tell one of the invigilators.

If you are absent on the day of an examination you are entered for and we are not given a good reason the Academy may charge you the entry fees for the examination.

### Contact:

020 8875 2600

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