

A Quick Reference Guide to Examinations At Long Field Academy

Please see the `Student and Parent/Carer Guide to Exams` booklet for more detailed information on the Academy website

UNIFORM MUST BE WORN FOR ALL EXAMINATIONS AND EVERYTIME YOU ARE IN SCHOOL HOWEVER LONG FOR

What to do if you are ill in the examination session

If you are taken ill during an examination you should put your hand up and tell an invigilator.

Absence from Examinations: You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will be invoiced if you fail to attend an examination that has been paid for by the Academy unless on medical grounds.

If you are absent from an examination due to illness, parents please notify the Academy as early as possible by telephone on **01664 561234** and **state your child is due in an exam**; this number has an answer phone for out-of-hours messages. A self-certification form will be required for any exam where there is no further opportunity for it to be sat.

What to do if you are going to be late

You must always arrive in good time; be at least **15 minutes** early. You may not enter the room, however, until you are asked to do so.

Should your arrival on the day be unavoidably delayed, you must contact the Exams Officer immediately on 01664 561234 and get to the Academy as soon as possible. Ensure you do not communicate with any other candidate in any form. Report to main Academy reception. Although you may sit the exam if late, you must be warned that the Board may not accept your paper and you will receive no marks. Although every effort will be made to give you the opportunity to sit the exam this may not always be possible.

Be aware that sometimes unforeseen problems do occur, and exams run over the expected finishing time. If you are being collected from the Academy, please make sure that there is a time interval between the expected finishing time and your collection time, so that you do not have to panic that someone is waiting. School buses will be held on these occasions.

Morning exams usually start at **9.00 am** and afternoon exams at **1.30 pm**, where possible, unless indicated otherwise on timetables. (Lunchtimes may be brought forward in time, if and when required, and students will be advised accordingly). However, to ensure suitable end times, it is sometimes necessary to alter these by up to 30 minutes. Ensure you check these very carefully. Timings will be updated on your exam timetable.

What to do if there is an emergency before the start of an exam

- In the unlikely event of the Academy being completely closed to pupils this will be reported on the local radio, Academy website and telephone answering service - the Exams Officer will advise you on the appropriate course of action.
- In most circumstances the exam will proceed as planned.

Clashes (more than one exam scheduled at the same time) Your timetable will have been carefully checked to ensure that any clashes have been rearranged where appropriate. If you find that despite the checking process you still have a clash, you should contact the Examinations Office immediately.

Equipment. One old, black biro is not enough, bring at least one spare! You must provide all your own equipment including calculators - *borrowing from other candidates is **not** allowed*. You should use **black ball point pen for all papers** since this reproduces well; remember that some

awarding bodies scan scripts so that they can be marked online. For diagrams, use an **HB pencil** and a **ruler**. Only a see-through pencil case is allowed. Your own calculator is essential - you must be able to operate it properly as no borrowing is allowed. Where possible bags, coats and any electronic equipment such as mobile phones, iWatches, MP3 or ipods should be put into your lockers. Gel pens, highlighter pens, correcting fluids and correcting pens **may not be** used in any answer booklets. You may not take blotting paper into an examination, and it will not be provided in any examination room. All rough work must be done in the answer booklet provided and then crossed out.

Examination Regulations:

It is your responsibility to familiarise yourself with the awarding bodies' regulations and copies of these are available on the Academy Website. A copy of the "Warning to Candidates" and "Mobile Phone" notices will also be displayed outside all examination rooms.

Make sure you have read and understood the regulations

What to do if there is an emergency during your exam

- Listen to the instructions the Invigilators give you carefully
- Leave the exam room calmly and stay with the Invigilators at all times
- Do not talk to other students, either from the exam or from outside – remember that you are still under **exam conditions** and have to **follow the exam regulations**
- You will be taken out of your exam venue and escorted to an area separate from the rest of the Academy where you will wait until the emergency is over. **DO NOT TALK**
- **You will not lose any time from your exam.** When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the **exam regulations** during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room

If you are unsure about any matter relating to anything to do with examinations, then please contact Ms Harris, Exams Officer, on 01664 561234 or email exams@longfield.leics.sch.uk

If you need specific subject advice, please contact the relevant Curriculum Director.