

## INFORMATION FOR PUPILS TAKING PUBLIC EXAMINATIONS

CENTRE NO: 17127

### 1. GENERAL:

- Start times are 9.00am for morning examinations and 1.30pm for afternoon examinations. **You are advised to arrive at least 15 minutes before the official starting time.**
- Examinations will take place mostly in PA2 and the Hall. If your examination is in PA2, do not wear high heel shoes.
- For students taking GCSE and 'A' Level exams, ALL exams start at either 9.00am or 1.30pm. For those timetabled for more than one exam in a session, these will start directly one after the other.
- Those students who have clash of exams in one session will be given their alternative starting times and arrangements in advance.
- Make sure you know which Exam Board is setting your examination and know your candidate number. If you are new to the school, you will have a **different** candidate number to your previous school. For reference, these are posted on the wall outside the Exams Office.

**ANY LAST MINUTE CHANGES TO EXAM TIMES/VENUES WILL BE POSTED ON THE EXAM NOTICEBOARD WHICH IS SITUATED OUTSIDE THE EXAMS OFFICE**

### 2. EXAM CONDUCT and REGULATIONS

Your attention is drawn to the 'NOTICE TO CANDIDATES', 'WARNING TO CANDIDATES' and 'NO UNAUTHORISED ITEMS' notices issued by the examination boards, which are displayed outside the examination rooms and on the examination notice board.

- You will be expected to conduct yourself according to exam regulations listed on these and other notices which can be found on the HHS school website under "How we teach" "Examinations".
- You must be properly equipped for each examination. Please note prohibited articles listed in the Information to Candidates poster. **YOU MUST NOT TAKE ANY MATERIAL INTO THE EXAM ROOM UNLESS IT IS PERMITTED BY THE EXAMINATION**
- **School uniform must be worn even in hot weather!**
- You must not take any bags into the examinations. Do **not** leave valuables in bags outside the examination room. Small items may be handed to the invigilator.
- Clean copies of texts will be provided for exams as appropriate. Candidate provided, annotated texts will be checked by invigilators and approved by subject teachers on the day of the exam.
- Only bottled water is allowed in an exam **NO OTHER FOOD OR DRINK IS PERMISSABLE**. Water bottles must have their labels removed and should be placed on the floor beside your desk.
- Silence must be observed in the examination room at all times.
- No communication is allowed between candidates under examination.
- You may not borrow pens, calculators etc., from other candidates during an exam.
- **ELECTRONIC DEVICES AND MOBILE PHONES ARE NOT ALLOWED IN THE EXAMINATION ROOM. POSSESSION OF THESE ITEMS, WHETHER SWITCHED ON OR OFF, IS AN INFRINGEMENT OF THE REGULATIONS AND WILL RESULT IN DISQUALIFICATION FROM THAT EXAM. NO WATCHES ARE TO BE BOUGHT INTO THE EXAM VENUE.**
- You will be directed to your seat by an invigilator. Do not mark the place cards on your desk. A record of the seating arrangements will be made and kept.
- Put your hand up if, during an examination you require extra paper, spare pen etc. If you need to leave the examination room for any reason, an invigilator must accompany you.
- You must remain in your place until the examination finishes. You will not be allowed to leave before the end time of the exam.
- At the end of the examination, assemble your answer sheets in the order in which the questions were attempted. Tie any loose paper together with the tags provided. You must put down your pen when the exam finishes.

- **All cases of dishonesty or misconduct will be reported to the board.** This could result in the board disqualifying you from that and all other examinations and being barred from entering future examinations.

### 3. INSTRUCTIONS ON ANSWER BOOKS AND QUESTION PAPERS

- Ensure you have the exam paper for which you have been entered.
- Fill in your personal details on all question papers and answer sheets/paper used when told to do so.
- Make sure you read the instructions on the question paper & answer booklet & follow them accurately when answering. **You may be penalised if these instructions are not followed.**
- If you find any errors with your exam paper, alert an invigilator immediately.
- Show all the steps in your working, giving your answer at each stage. You can receive marks for working out even if your final answer is wrong.
- **All rough work must be done in your answer booklet or, in the case of multiple-choice tests, in the question booklet. Be sure to cross it through at the end of the examination.**
- All loose paper must be put inside the answer booklet. All writing must be completed before the end of the examination.

**NO EXAMINATION MATERIAL MUST BE REMOVED FROM THE EXAM ROOM**

### 4. LATE ARRIVAL AND ABSENCE

- If you arrive late you may be allowed to enter the room and sit the examination. You will not necessarily receive the full time to compensate for the late arrival.
- All cases of lateness must be reported to the examination board and you will be required to make a statement to the board giving the reason for your lateness, certifying that you had no previous knowledge of the question paper. **Misreading the exam timetable is not a valid excuse for lateness.**
- **FOR ALL CASES OF LATENESS THE EXAM BOARD RESERVES THE RIGHT TO REFUSE TO ACCEPT THE SCRIPT.**
- If you know you are going to be delayed please contact the school on **01442 390100 ext 258**.
- If you are ill on the day of an exam, please let us know as soon as possible and obtain a medical certificate.
- If you are absent from part of an exam **due to illness in your final season** it may be possible to obtain a grade on submission of a special report and medical certificate, **but only if** you have completed the minimum number of components of the exam as stated by the board in the regulations
- If you are absent from any part of the examination, a grade will be issued appropriate to the aggregate mark achieved in the subject, counting zero for the component(s) missed. A grade issued in this way will be indicated on the certificate with a note to explain that the grade was issued on incomplete examination evidence.

### 5. EXAMINATION RESULTS

Results will be sent to students via the school's email system on the afternoon of the results days but if you would like us to send your results by post, please provide us with a SAE envelope (A5 in size).

**Results will be available for collection on:**

TBC at 9.00am for GCE.

TBC at 9.00am for GCSE.

### 6. CONTACT INFORMATION

Email: [exams@hhs.herts.sch.uk](mailto:exams@hhs.herts.sch.uk)

Exam Office Hours: 8.30am – 4.00pm Monday - Thursday

Examinations Officer: Mrs S Brown