

THINGS TO REMEMBER WHEN TAKING YOUR EXAMS

You need to wear your full school uniform. If you are not in full uniform you may be refused entry to examinations.

Know the dates and times of all your exams.

Arrive at least 30 minutes before the start of each exam.

Your examination and seat number will be displayed in the forum notice board from the day before the exam and in the canteen on the day of the exam.

You will need to meet in the canteen before going to the playground to line up in seat number order in front of the white alphabetised sign. You will then be escorted over to the Sports Hall and Gallery or the Enrichment Hub if applicable.

Make sure that you use the toilet before leaving the canteen, remember you will not be allowed to use the toilet during exams unless you have an emergency or a toilet pass.

Listen very carefully to the Invigilators instructions. The invigilators are there to help you and should be respected at all times. If you are caught cheating, are disruptive, misbehave or rude, the invigilators are asked to write up a report and you could be disqualified from that examination and all future examinations.

If you decide to bring in your mobile phone into school on your exam day you MUST place the switched off phone into the wallet provided on your exam desk to be collected in by the invigilators, this includes all other mp3/data storage devices and smart phones. If you leave your phone in your pocket or in your bag, either switched on or off, and it is discovered by the invigilators you could be disqualified from that examination and all future examinations. You must not graffiti the desks, books, phone wallets or, very importantly, your exam papers. Your paper will be disqualified if it contains graffiti or inappropriate language. Further information on examinations, including timetables and the 'Examinations Guidance for Students and Parents' booklet, is available on the school's website: jameshornsby.essex.sch.uk under Useful Information / Exams.

GOOD LUCK