

BISHOP'S HATFIELD GIRLS' SCHOOL

YEAR 11 EXAMINATION REGULATIONS – DECEMBER 2017

Information for Candidates

1. All written examinations take place in the Sports Hall unless large numbers require an overflow room or a support room is in use.

Candidates should be in the Sports Hall at least 10 minutes before each examination is to begin and should check the board in the student entrance and outside the Sports Hall for seating plans and rooming information. There may also be messages from teachers.

2. **Illness** If a candidate is unwell on the day of an examination then the school office should be informed before the start of the examination. If any girl misses an exam, she will be required to catch up in an after-school session.
3. **Equipment** All candidates must be equipped for examinations with:
 - Two pens, two pencils, an eraser, coloured pencils, a long ruler, and a calculator without a lid.
 - A clear plastic bag or clear pencil case in which to put equipment.

Calculators may be used in any examination, unless instructed otherwise. They must be silent, battery operated and must not contain any stored programs. Instruction leaflets and removable cases are not permitted in the examination room. Leave them at home.

It must be noted that:

- Only black ink is permitted for written papers. Do not write in pencil. (Remember also that in public exams gel pens are no longer allowed.)
- Pencil, coloured pencils or inks may only be used for diagrams, maps, charts, etc.
- Correcting fluid, correcting pens and highlighters **must not be used** on answer papers.
- Only plain (not flavoured) water in a small, clear plastic sports top bottle will be permitted in the examination room. **The label must be completely removed prior to entering.** Any bottles that do not meet these requirements **will not** be permitted. No other food or drink is to be taken into the examination rooms. If there is a medical reason why an item is required, evidence must be provided to the Examinations Officer, preferably before the day of the examination.

NOTHING else is to be brought into the examination apart from the equipment stated. **Do not bring your mobile phone**, any other electronic device or purse into the examination room. If the school provides storage facilities for valuables, then this storage is entirely at the risk of the candidate. It is better not to bring valuables to school.

4. Candidates must attend the examinations in full school uniform. Shoes must be taken off prior to entering the Sports Hall and placed under the desk once seated. Coats are not permitted.
5. Candidates are reminded that on entering the examination room there is to be **total silence** and no-one is to leave the room or change position without permission. Candidates are not permitted to leave before the end of an examination.
6. Candidates must sit facing forwards at all times. Distracting or disturbing other candidates, failing to respect or follow the instructions of an invigilator, being in possession of unauthorised items or material and copying work are all examples of “malpractice” (behaving wrongly). Such misbehaviour could have serious consequences.
7. At the beginning of the examination candidates must listen carefully to all instructions and check that they have been given the correct question paper and stationery before writing. At the top of **every** sheet candidates must put their:
 - Name and Form
 - Teacher’s Name
 - In addition all answers should be numbered clearly on every sheet.
8. At the end of the exam, candidates will be told to stop writing. Pens must be put down straight away, answer sheets should be sorted and fastened together loosely. Candidates should check that all sheets are headed correctly, but ask an invigilator before completing any final labelling.
9. At the end of the examination candidates must wait in silence until dismissed by the invigilator. They must file out in silence and not talk until well away from the examination room. **Remember, other people may still be taking an examination.**
10. Finally, good luck in the examinations. If there is any problem that may affect your performance in an examination tell your Form Tutor, the Examinations Officer or your Head of Year. If possible, we will help.

Ms C Dalziel