



FROM THE EXAMS OFFICE

Advice to students at St George's sitting External Exams

- Learn your candidate number (shown on your Statement of Entry). You will need it for all exams, including orals.
- Be certain you understand your timetable, and know when and where you are supposed to be for each paper. More guidance on finding which room to go to will appear on the website in due course. If in doubt, ask **before** the day.
- Times shown are always **starting** times. You should aim to arrive at the correct venue at least 15 minutes before this.
- If you are ill on the day of an exam, and unable to attend, please contact the Exams Office as early as possible (see numbers below). Obtain a medical certificate so that we can apply for special consideration.
- If you think you are going to be late for an exam for whatever reason, again let the Exams Office know, so arrangements can be made. Note that you will not normally be admitted to an exam if you arrive more than 30 minutes late.
- Ensure you have read the JCQ notes on coursework and conduct in the exam room (attached to these notes). In particular, make sure you do not have any mobile phone, MP3 player or the like on your person **or in a bag in the exam room**. These **MUST** be switched off and handed to an invigilator. Please note that while we will take all reasonable care to look after such items, we will not take any responsibility for loss or damage. Anything handed in should be clearly labelled. We are obliged to report to the exam board any example of a mobile phone or similar going off, even whilst not on the student's person, and at the very least this will lead to the loss of all marks for that unit. PLEASE take this rule very seriously.
- Students must enter the exam room in **SILENCE** and there must be no communication with any other student until outside the exam room. This includes turning round or trying to attract the attention of another student in any way. If there are any questions you must raise your hand and wait for an invigilator to come to you.
- Please note that any breach of exam rules would lead to serious disciplinary action by the school, in addition to any action taken by the board.
- Please bring any equipment you may need for the exam (ruler, calculator, **spare pen** etc) with you, in a **clear** pencil case. We cannot promise to provide such equipment, and you are not allowed to borrow from another candidate. You may not bring any food or drink into the exam room except water.
- Do **NOT** use correcting fluid or tape of any kind. **DO** write in **BLACK** ink. This is because more and more papers are scanned and marked on screen. You may lose marks if your answers cannot be read easily.

Contacting the Exams Office

Try the numbers below in the order shown. All have voicemail.

01582 716242/01582 716272/07593 364899/07596 919716

In the unlikely event that none of these numbers answer, try the school switchboard on 01582 765477