

# RAINE'S FOUNDATION SCHOOL

## Exam Regulations and Guidance for Candidates (students) and Parents, Summer 2019

- **AM exams start at 9.00am**
- **PM exams start at 1.30pm**

### Section A: REGULATIONS – Make sure you understand the rules.

- 1 Examinations will start promptly at **9.00am** for morning sessions and **1.30pm** for afternoon sessions. If you are delayed please ring the school immediately on **0208 981 1231**. Candidates should arrive at least 15 minutes before the start time. It is at the school's discretion whether to allow you to sit your exam if you are late. If you are more than an hour late you may not be allowed to take your exam and your work may not be accepted by the exam board.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 There is absolutely no talking or communication allowed between candidates once you enter the exam hall. Candidates must go straight to their designated seat. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- 4 Possession of unauthorised material or items is a breach of the regulations, even if you do not intend to use them, or have them by mistake. Such incidents are regarded as malpractice which may lead to disqualification. You must not take any of the following into the exam room:
  - A mobile phone (either on or off), iPod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities.
  - Calculator cover/instructions leaflet
  - Headphones/earphones
  - Notes/text books
- 5 Any pencil cases taken into the exam room must be see-through.
- 6 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 7 You may not borrow any equipment from, or lend any equipment to, another candidate during the exam.
- 8 Calculators are allowed in examinations unless otherwise stated at the beginning of the exam but lids, cases and instruction leaflets must be removed. It is the candidates' responsibility to make sure any calculators meet the requirements of the exam boards. Please speak to your teachers if you are unclear about this.
- 9 You will not be permitted to use a dictionary unless you are told otherwise.
- 10 Watches must be removed and placed on the desk in clear view. Smart watches may not be taken in to the exam room at all.

### Section B: INFORMATION – Make sure you attend your exams and bring what you need.

- 1 Familiarise yourself with your exam timetable, make sure you attend on the right day and session. If you miss an exam, it cannot be taken at a later date.
- 2 Arrive at least 15 minutes before the start of each exam.
- 3 If you arrive late for an exam report to the invigilator running the exam.
- 4 Candidates must only work in **black ink** (unless the papers asks for the use of pencil or otherwise instructed on the front of the question paper). No corrector pens or fluid may be used on any exam paper. If you make a mistake simply cross through the wrong answer and write it again.

- 5 Highlighter pens can only be used on question papers, do not use them on your own work.
- 6 No food will be allowed in the exam hall. (If you have a special requirement, please see Mr Cork, the Exams Officer before the exam period begins).
- 7 Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill proof cap. There must not any label on the bottle; any bottle with a label which cannot be removed will be confiscated.
- 8 Bags and coats must be left outside the exam room or in a place indicated by the invigilator. Do not bring valuables with you as the bags may not always be supervised and items are left at your own risk.

**Section C: INSTRUCTIONS – During the exam/advice and assistance.**

- 1 Listen to the invigilator and follow their instructions at all times
- 2 Tell the invigilator at once:
  - If you think you have not been given the right question paper or all of the materials required.
  - If the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use; papers without your name on will not be sent to the exam board for marking.
- 5 Remember to write your answers within the designated sections of the answer booklet. These booklets are trimmed and scanned before marking, so any writing outside the correct section will not be marked.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
- 7 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 8 Put up your hand in an exam if:
  - You have a problem and are in doubt about what you should do;
  - You do not feel well;
  - You need more paper.
- 9 You must not ask for, and will not be given, any explanation of the questions.

**Section D: At the end of the exam.**

- 1 If you have more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Remain silent until all of the exam papers have been collected.
- 3 Do not leave the exam room until told to do so by the invigilator.
- 4 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.