**Exam Information**

**Exam Timetables and Conduct**

Examinations have very strict rules which are set out by JCQ. If they are not followed, students can be disqualified.

The exam timetable with venue information will be put onto the school website closer to the start of exams. Venue information will also be situated in the year area, so it is important to keep your eye on them and know when your exams are.

**Toot Hill Examination Expectations**

* Morning exams begin at 8:45am. Afternoon exams begin at 1.15pm
* Know when and where your exams are going to take place
* Arrive early for your exam. Do not be late! If you are late you may not be allowed to sit your exam
* Do not communicate with any student while you are in the exam room. If you do, you may be disqualified. This applies as soon as you enter the room until the moment you leave
* No mobile phones, or electronical items such as MP3/4 players or notes are allowed. Phones should be left at home, or switched off in your bag
* Watches of any kind must not be worn in the exam – students will be reminded to take them off and placed in their bag or handed in to the invigilators before the start of the exam
* Pencil cases must be transparent
* Water bottles must not have a label on
* If you are allowed to use a calculator in your exam, make sure the batteries are working and the case has no formulas on it
* Listen and follow instructions carefully
* You will not be allowed to go to the toilet during an exam
* Under no circumstances will anyone be allowed to finish an exam early

**Before the Exam: Top Tips**

* Know your exam timetable
* Know when and where you need to be each day and plan to get there early
* Make sure you have everything you need: 2 x black pens, pencil, pencil sharpener, calculator etc.
* Go to the toilet before the exam begins
* If an exam finishes after the school buses leave, it is your responsibility to arrange transport home after the exam
* Check all of your pockets for any banned items.

**If you are ill:**

All Students must sit all of their timetabled examinations. In the case of extreme circumstances please call the school and ask to speak to your head of year or a member of the SLT. Dependent on circumstances arrangements may be made to ensure you are in school to sit your exam.

**If you are late:**

Call reception and ask them to inform the exams office of your lateness.