

Preparation for External Exams

Thurs 7 May – Tues 16 June

A few reminders...



Equipment checklist:

- Clear pencil case
- 2 black biros
- Pencil
- Ruler
- Sharpener
- Eraser
- Protractor
- Compass
- Scientific calculator



You can also bring in a water bottle - but make sure all labels are removed.

Exam regulations:

Wrist watches are
also NOT allowed.



No wrist bands
allowed

**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall
qualification.

Exam regulations:

You must be in full school uniform whenever you come into school.
The only exception for this is Saturday Supercrams.



On days when you have exams:

- Check the start time of your exams
- You need to be in the Chapel at:
 - 8.30am** for a morning exam
 - 12.45pm** for an afternoon exam
- Before you go to Chapel make sure you go to the toilet
- Make sure you have your timetable with your seat numbers on it for each exam and sit in the right row in Chapel
- Before you go into each exam you will have a short subject presentation; this will go over key points/timings etc

During Study Leave/Exams

- You attend every exam on your exam timetable
- If you have two exams in one day you will be in school in between in a supervised session
- You do not need to be in school unless you have an exam
- If you have an afternoon exam only you may just come in for that
- If you study better in school the dining room will be supervised at all times

Exam Clashes

- If there is a clash in any of your exams you will need to be supervised between these exams (and you will know this by now!) - this is shown on your timetable, but don't worry the Exam Team will let you know what you need to do on the day.
- During the clash you will need to be supervised and you will remain in your exam room.
- Please make sure you bring lunch or a snack because you will not be able to go to the canteen.
- Also bring any revision materials that you can use whilst you are waiting.

Break and Lunch

- Those staying on site will be able to purchase lunch in the canteen
- Those with exam clashes will be able to purchase a packed lunch - but you will not be able to go the canteen.

Revised timings for the school day
Thursday 7/5/26– Wednesday 18/7/26

8.35-8.50	AM Registration & Tutor Time
8.55-9.55	Period 1
10.00-11.00	Period 2
11.00-11.20	Break
11.20-12.20	Period 3
12.20-1.10	Lunch
1.15-2.15	Period 4
2.20-3.20	Period 5

Morning exams will start at 9.00am
Afternoon exams will start at 1.15pm

Revised routes around school

- The corridor areas around the dining room and main hall will be closed to **all students** during the exam period.
- The corridor next to the KS4 dining room will be **out of bounds at all times.**
- The staircase up to room F92 and F99 will be **out of bounds at all times.**
- The staircase up to room F100, the IT Technicians Office and F107 will be **out of bounds at all times.**
- If you need to move from one side of the school to the other, you must use one of the following routes:

Revised routes around school

- Exit via the doors by Inclusion or Technology/Maths rooms and walk around the Chapel steps to the doors by Technology/Maths or inclusion
- Exit via the colonnades, walk around the front of the building (NOT through reception) then enter through the colonnades on the opposite side.
- To get to/from the Sports Hall you must exit/enter the main building through the doors at the end of the English or Languages corridors.
- Access to/from the LRC will be via the external door leading to the colonnades.
- To get to/from student reception or the medical room you must enter/exit via the adjacent colonnades door (**not** walking through reception)

Room changes (from Thursday 7th May)

- Rooms affected:

113, 114, 115, 116, F57, F67, F99, F92, F107, F108

- Those with access arrangements will be told which rooms they need to go to by the Exams team.
- Details of room changes will be given in the daily student bulletin and reference copies will be posted in the MFL and English corridors by the stairs to Geography and F100.

Evacuation procedures:

In the event of an alarm:

- **Remember that you remain under exam conditions throughout and must not communicate with anyone other than the Exam team/Senior Leadership Team**
- Follow instructions from the invigilators.
- Do not take anything from the exam room with you.
- Exit from the hall/exam room via the main door in reception to the grassy area between Reception and the Chapel and line up in your exam rows facing Chapel.
- When you are directed to return, remember to remain silent.
- Restart your exam when instructed to do so.
- School will make a special report to the exam board about the incident.

Final reminders:

- Be in chapel for 8.30 am for morning exams
- Be in chapel for 12.45pm for afternoon exams
- If you do not have a morning exam, you don't need to attend until the afternoon exam session
- If you have both a morning and afternoon exam you will be supervised in between