

Summer 2016 Exams

Please read the new guidance and instructions below from Joint Council for Qualifications.

You must be familiar with these instructions before your exams commence.

If you have any queries please see the Exam Officer located in the Student Support Office.

1. Candidates must always write their **Legal Name** on exam papers not their Preferred Name. Your Exam Certificates will be issued in your Legal Name unless your name is changed by Deed Poll.
2. When using a Word Processor, candidates should save their work periodically to the hard drive and pen drive in case the pen drive becomes corrupt and you lose your work. **You must record your name, candidate number, centre number and exam unit on each page of your exam document.**
3. Watches must be removed and placed on your desk before the start of your exam. **This is so invigilators can check for iWatches as these are unauthorised items and are treated like Mobile Phones.** You will be advised to do this when the Invigilator reads out the Rules and Regulations at the start of your exam.

Finally in the event of a Fire Drill Evacuation please note the evacuation process has changed if you are in an exam.

Fire Evacuation Procedures during your Exams

Sports Hall Exams

On the sounding of the fire bell you will be advised to stop writing. Y12 & Y13 students will be escorted by the Invigilators to the bus bay – you will not line up in your usual form groups. **You will be lined up in row and seat order so we can account for all students. You must remain in silence as you are still under exam conditions.**

On the sounding of the fire bell you will be advised to stop writing. Y11 students will be escorted by the Invigilators to the yard – you will not line up in your usual form groups. **You will be lined up in row and seat order so we can account for all students. You must remain in silence as you are still under exam conditions.**

Satellite Room Exams

On the sounding of the fire bell you will be advised to stop writing. All students regardless of year group will be escorted by the Invigilator to the yard – you will not line up in your usual form group. **You will be lined up in row and seat order so we can account for all students. You must remain in silence as you are still under exam conditions.**