

# 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.**