

RAINE'S FOUNDATION SCHOOL
Exam Regulations and Guidance for Students and Parents 2017/18

AM exams start at 9.00am

PM exams start at 2.00pm

A REGULATIONS – Make sure you understand the rules. If you break the rules in any way, this will be considered as malpractice and you could be disqualified.

- 1 Examinations will start promptly at 9:00 (morning) and 14.00 (afternoon). If you are delayed **RING THE SCHOOL IMMEDIATELY (020 8981 1231)**. You 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 students once you ENTER the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- 4 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.**
 - **A calculator cover/instructions leaflet**
 - **A reading pen**
 - **Headphones/ear plugs**
 - **Notes**

REMEMBER: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be charged with malpractice which may lead to disqualification.
- 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 Do not borrow anything from another candidate during the exam.
- 8 Calculators are allowed in examinations unless otherwise stated at the beginning of the exam. If you use a calculator you must clear anything stored in it; remove any parts such as cases, lids or covers which have printed instructions or formulas.
- 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.

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

- 1 Familiarize yourself with your exam timetable, make sure you attend on the right day and session.
- 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 **BLACK INK – students 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, fluid or tape to be used on any exam paper. If you make a mistake simply cross through the wrong answer and write it again. Do not use gel pens.

- 5 If you are absent for an exam without an acceptable reason, you may be charged to sit the exam at a later date.
- 6 Highlighter pens can only be used on question papers; **DO NOT USE ON SCRIPT PAPERS.**
- 7 **No food** will be allowed in the exam hall. (If you have a special requirement, please see Mr Cork, the Exams Officers before the exams).
- 8 Water bottles are allowed in the exam hall if necessary. These should **be clear bottles with a spill proof cap. There should be no label on the bottle**; any bottle with a label which cannot be removed will be confiscated.
- 9 When taking exams, bags and coats should be left outside the exam room or at the back of the room, space permitting. Do not bring valuables with you as the bags will not be supervised and items are **left at your own risk.**

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 listed on the front of the paper;
 - 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.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
- 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.

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 treasury 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.