

St. Mark's Catholic School
Candidate Instructions – Year 11 Exams
1st – 15th December 2022

- You must be in full school uniform for all exams.
- The times shown on the timetable are the start time of each exam.
PLEASE ARRIVE IN SCHOOL IN TIME TO LINE UP 15 MINUTES BEFORE THE START OF THE EXAM IN THE PLAYGROUND AT THE BACK OF THE THEATRE IN ALPHABETICAL ORDER.
- You will be seated in the same seat for all whole cohort exams.
- **Please note the start time for Art practical on Wednesday 7th December is 8.50am - earlier than all other morning exams.**
- These exams are run under the same conditions as all public examinations.
- Whilst you are in the exam room silence is expected at all times.
- Make sure that you have all the equipment that you need for the exam, including spare pens and pencils, in a clear, transparent pencil case. You must bring your own calculator if you need one (the lid must be removed and not brought into the exam room). You must only write in black ink or ballpoint pen except for drawings or rough notes. You cannot use highlighters or gel pens in your answers, but you may use them on your question paper. Correcting pens and Tippex are not allowed in the exam room. You cannot borrow any equipment from another candidate.
- Do not bring mobile phones, watches, iPods, MP3 players, revision notes etc. into the exam room. Make sure your pockets are empty before entering the room and all unauthorised items are in your bag.
- You are allowed to bring a screw-top plastic bottle of water into the exam room (the label must be removed before you enter the exam room) – no other drinks are allowed. (If you need to keep a particular drink or medication with you for medical reasons, please speak to the invigilator in charge/exams officer prior to the exam).
- **Please ensure you write your name, the exam subject, class and your subject teacher's name on every answer sheet.**

Absence from an Exam:

- Please telephone the School Switchboard (020 8577 3600) and leave an urgent message and contact phone number for the Exams Officer, (option 6/extension 208) NOT your form tutor or subject teacher if: -
 - You are unable to be present for the exam through illness
 - You are absent due to a genuine emergency
 - You have been delayed getting to school for the start of the exam
- Please ensure you telephone by 9.30 / 1.00. If you arrive late, report to the school reception and wait there to be collected and escorted to your exam room.
- On the days you have both morning and afternoon exams, you must remain on school premises between the exams – you cannot go off site.
 - **If you have an afternoon exam you must go straight to the main hall where you will be registered and have supervised study until lunchtime.**
 - **If you only have a morning exam you are expected to leave school premises immediately after the end of the exam.**
 - The timetable will be posted on the school website, and there will also be a copy outside the Exams Office (Room 59) if you need to check the date or time of an exam.
 - If you lose your timetable or you have any queries please see the Mrs O'Neill in Room 59.