



Candidate Instructions – Year 11 PPE Week  
10<sup>th</sup> – 17<sup>th</sup> March 2025

**There is no study leave during these exams. You should attend school as normal.**  
**When you do not have an exam you should attend your usual lessons.**

- **Morning Exams:** You will first register with your tutor, then make your way immediately to the playground.  
**Morning exams will begin at 9.00**
- **Mid-Morning Exams:** At the end of morning break, you should go straight to the playground to line up.
- **Afternoon Exams:** At the end of lunch break, you should register with you tutor and make your way promptly to the playground.  
**Afternoon exams will begin at 1.30pm.**

If you are late arriving in the morning, you should go to reception and let them know that you have an exam. You will then be told where you need to go.

**Please ensure all coats, bags, books etc. are put in your lockers and not brought into the exam room.**

- 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. **NO EQUIPMENT WILL BE PROVIDED BY THE INVIGILATORS.** You must bring your own calculator if you need one (the lid must be removed and not brought into the exam room). You must write in black ink or ballpoint pen except for drawings or rough notes.
- Whilst you are in the exam room you must remain silent at all times.
- Do not bring mobile phones, watches, Airpods, earphones/earbuds, iPods, MP3 players, Smart glasses, 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 clear plastic bottles of water into the exam; 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, please speak to the invigilator in charge prior to the exam.
- Please ensure that you write your name, your subject teacher's name, the exam subject and your class on every answer loose sheet.

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 have any queries, please see Mrs O'Neill, Exams Officer, in room 59.