

## Key Dates

14 May 2018                      Date of first examination

16 August 2018                GCE results day

23 August 2018                GCSE Results day

**Morning exam start time:        8.35 AM**

**Afternoon exam start time:    2:00 PM**

Arrive at least 15 minutes before your exam start time.

- If you know you are going to be late for an exam you or parent/ carer should ring the school office 0208 950 3000 as soon as possible for advice.
- Late candidates will be permitted in to the exam at the discretion of the Senior Leadership Team / Exams Officer. If you arrive very late the Exam Board may not accept your paper.
- If you are unwell on the day of the exam you will need to get a medical certificate from your doctor.
- Tell the Exams Officer or another member of staff if there is a problem that has affected you during exams e.g. family trouble or family illness.

Examinations will take place in the school Gym unless otherwise notified. Seating plans will be displayed outside the Gym and in the 6<sup>th</sup> Form centre.

### Individual Exam Timetable

You will receive an individual exam timetable with the date and time of each exam.

Check all personal details on this statement, i.e. spelling of legal forename and surname, date of birth as this is how it will appear on certificates.

It is also important to check that all subjects appear on this statement for which you are expecting to be entered. If anything is incorrect, please contact Mrs Thomas, Examinations Officer immediately.

Please remember to bring all the equipment you require.

- Exams should be written in black pen
- Watches on desk
- Clear water bottles with no labelling allowed
- No calculator lids in the exam room
- Clear pencil cases, maths sets.
- No bags or coats in exam room
- Phones, iwatches and all other electrical equipment including headphones to be handed in before start of exam.

## **Fire Alarm**

If the fire alarm sounds stay calm. The invigilators will tell you what to do. If we do need to evacuate, do not communicate with other students or allow them to communicate with you.

## **Information for Candidates**

There are a number of important documents that you need to read and understand. If you are unsure about anything please come and see the Exams Officer or ask your teacher.

Using social media and examinations / assessments

Privacy Notice

Non –examination assessments

GCE, Project qualifications – coursework assessment

GCSE Controlled assessments

Written examinations

On-screen tests

Official exam notices will be outside each exam room. A copy is included in this booklet

The school website will be updated with the exam timetable, exam notices, the Examination Internal Appeals procedure and information regarding the post results exam service.

If you have any questions please speak to Mrs L Thomas, Examinations Officer or email [thomasl@busheymeads.org.uk](mailto:thomasl@busheymeads.org.uk)

Good Luck!