

External Examinations – Guidelines for Year 11 Students

GCSE Summer 2024

It is **YOUR RESPONSIBILITY** to know which exams affect you so read this carefully and ask teaching staff or myself if you have any doubts. We cannot deal with telephone queries from you or your parents concerning matters you should have sorted out for yourselves. There is **NO STAND DOWN** during the exams.

Illness

- In case of illness please telephone school and give your name and the exam(s) you will be missing. You must obtain a doctor's note if you wish to be given special consideration, otherwise you will not get a grade.

Timing of Exams

- The time shown on the exam timetable is when the exam will **begin**, not the time you arrive at school! You must arrive at least 15 minutes before the start time to ensure that you find where exactly you are to go, and then wait outside the room until you are admitted. Clearly this will be before the start time so that you can get to your place and get ready.

Candidate Cards – *cut out from this sheet*

- So that we can complete the Attendance Register you **must** bring your candidate card to every exam and place on your desk just below the desk number. External invigilators will then be able to check each desk.

Exam Rooms and Seating Plans

- **The Sports & Arts Block** is the main exam setting. Access Arrangement candidates will be supported in designated rooms. Desks will be numbered & every exam will have a seating plan so when entering the room you will know which desk to use.
- Your **INDIVIDUAL CANDIDATE TIMETABLE** attached to this document has all the information about **YOUR OWN** exams – this information is specific to you and needs to be studied carefully.
- Seating Plans will be displayed in the Common Areas, outside the exam venue & in Form Rooms. You must check where you should be before each exam. Your examination, date, time, seat and exam room will be shown on your timetable.

Remember

- **You are required to wear school uniform.** You must not talk or disturb other candidates in the exam.
- You must not take any unauthorised material into the exam (notes, calculator instruction leaflets, books, bags etc). Still water is the only drink that is allowed, (bottles must have **NO label**) and **NO sweets**.
- You must bring all your usual equipment (black pens, pencils, rulers, crayons etc) but they must be in a clear pencil case. An A4 clear plastic wallet is ideal for this.
- **Mobile phones & Wrist Watches are specifically banned.** Ideally do not bring them into school, but if you must do so then it must be turned **OFF** & handed in as you come into the exam. If your phone rings in your bag & disturbs the exam then **you will be penalised & possibly disqualified.**
- **If found with a mobile phone/wrist watch** (switched on or not) **you will be automatically disqualified**
- You may use a calculator unless you are told you must not.
- If you need extra paper, feel unwell or require some clarification put up your hand
- In the event of a Fire Alarm turn your papers face down and wait in silence for instructions. If you have to go outside then remember that examination conditions continue to apply.

At the end of the Exam

- To avoid disruption you must stay in your place until the exam session is over even if you have finished your paper.
- Remain silent and wait whilst all papers are collected.
- Remain silent until you are out of the room as other exams may still be in progress.

Finally please remember that we need your full co-operation to ensure these exams are successful

Mr Allen



Guiseley School – Centre No. 37613

Candidate No. -

DO NOT WRITE ON THIS CARD