

St. Mark's Catholic School
Candidate Instructions – Year 12 Exams
Wednesday 7th – Friday 9th January 2026

All school exams are run under the same conditions as public examinations. For more information, please see the Exams Handbook which is available on the school website.

You will be on study leave during the exam week and will be back in lessons from **Monday 12th January**.

- The times shown on the timetable are the starting times of each exam. **PLEASE ARRIVE 15 MINUTES BEFORE THE START OF THE EXAM** and assemble in the junior playground.
- If you have an exam clash, you will have been given a green exam clash sheet informing you how the clash has been resolved. **Please read this carefully, so you know what adjustments have been put in place.** If you have not received a clash sheet, but believe you have a clash, please see Mrs O'Neill in the exam office.
- The exams will be taking place in St Michael's Hall. Please see the timetable for room variations for Media.
- You should be in your usual business dress and have your school ID 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. **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 only write in black ink or ballpoint pen except for drawings. 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.
- Whilst you are in the exam room silence is expected at all times.
- Do not bring mobile phones, watches, AirPods, Earbuds, iPods, MP3 players, personal stereos, smart glasses, revision notes etc. into the exam room. **Make sure your pockets are empty before entering the room and any of the above 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 prior to the exam.

Absence from an Exam:

Please telephone the School Switchboard (020 8577 3600) and leave an urgent message and contact phone number for Mrs O'Neill (Exams Officer) 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 8.30 / 12.45. If you arrive late, report to the school reception and wait until you are collected.

If you have any queries please see Mrs O'Neill, Exams Officer, in Room 59.