

**St Mark's Catholic School**  
**Candidate Instructions - Year 13 Exams**  
**Wednesday 7th - Friday 16th 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 from **Wednesday 7th to Friday 16th January**.  
**You will return to lessons on Monday 19th 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 near the exam office.
- These exams will be taking place in St Michael's Hall or room 64. Please see the timetable for room variations for Media and Art
- 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. As the results from these exams could be used in the event of exams not taking place in the summer, any malpractice or absence will be dealt with in the same manner as public exams.
- 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

- Thursday 15th pm and Friday 16th all day have been allocated as a contingency in the event that exams need to be moved due to a school emergency, so you need to be available up to and including these days.

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.