

**St. Mark's Catholic School**  
**Candidate Instructions – Year 12 Exams**  
**Monday 29th April - Friday 3rd May**

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 off timetable from Monday 29th April to Friday 3rd May

- 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 main playground near N block.
- Most of your exams will take place in St Michael's Hall or room 64. Please see the timetable for room variations for Art and 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, Airpods, earphones/earbuds, iPods, MP3 players, watches, personal stereos, revision notes etc. into the exam room. Make sure your pockets are empty before entering the room and any of the above are 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).

Please ensure you write your name, the exam subject, class and your subject teacher's name on every answer sheet.

**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), NOT your form tutor or subject teacher 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 / 1.00. If you arrive late, report to the school reception and wait until you are collected.

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