

**St. Mark's Catholic School**  
**Candidate Instructions – Year 11 PPE1**  
**Tuesday 2nd December - Wednesday 17th December 2025**

- You must be in full school uniform for all exams.
- The times shown on the timetable are the start time of each exam.  
PLEASE ARRIVE IN SCHOOL IN TIME TO LINE UP 15 MINUTES BEFORE THE START OF THE EXAM IN THE PLAYGROUND AT THE BACK OF THE THEATRE IN ALPHABETICAL ORDER.
- You will be seated in the same seat for all whole cohort exams.
- **Please note the morning start times for Art exam on 15th & 16th December are earlier than written exam start times.**
- These exams are run under the same conditions as all public examinations and will be subject to the same regulations.
- Whilst you are in the exam room, silence is expected from the moment you step into the room until you leave.
- 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. 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 or rough notes. 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. You cannot borrow any equipment from another candidate.
- Do not bring mobile phones, watches, Airpods, earphones/earbuds, iPods, MP3 players, smart glasses, revision notes etc. into the exam room. Make sure your pockets are empty before entering the room and all unauthorised items 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/exams officer 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 the Exams Officer, (option 6/extension 208) 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 9.30 / 1.00. If you arrive late, report to the school reception and wait there to be collected and escorted to your exam room.
- **If you only have a morning exam you are expected to leave school premises immediately after the end of the exam.**
  - **If you have a morning and afternoon exam you will receive further instruction closer to the time about where you will need to go.**
  - The timetable will be posted on the school website, and there will also be a copy outside the Exams Office (Room 59) if you need to check the date or time of an exam.
  - Wednesday 17th December has been set as a contingency day in the event that exams need to be moved due to a school emergency, so you need to be available up to and including this day.
  - If you lose your timetable or you have any queries please see Mrs O'Neill in Room 59.