

St. Mark's Catholic School
Candidate Instructions – Year 10 Exams
Friday 24th June – Friday 1st July

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 have received a sticker with your candidate exam number on. Please remember this number. You will also receive an email with your exam number and exam room on. A seating plan for each main exam room will be on display outside the exam office

- You will be seated in candidate number order in the exams rooms and will sit in the same seat for your whole cohort exams (Maths/English/RE/Science).
(Please see the timetable for room variations for Art/Drama/Music and MFL listening exams)
- The times shown on the timetable are the start times of each exam. For morning exams you should register first and then make your way to the junior playground where you should line up in separate lines for each exam room and in candidate number order. For 11am and afternoon exams you should line up at the end of break/lunch.
- Make sure that you have all the equipment that you need for the exams, 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. 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.
- Under no circumstances should revision notes, mobile phones, watches, iPods, MP3 players, etc. be brought 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, with the label removed - 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 phone student services to report absence in the usual manner **and** also leave an urgent message and contact number on extension 208 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

If you arrive late, report to the school reception and wait until you are collected.

If you miss an exam, please speak to Mrs O'Neill (exams) on your return to school.

If you lose your timetable or you have any queries please see Mrs O'Neill, Exams Officer, in Room 59. A copy of the timetable will be posted on the school website.

IF YOU DO NOT HAVE AN EXAM YOU SHOULD REPORT TO YOUR NORMAL LESSON.