

St. Mark's Catholic School
Candidate Instructions – Year 12 Exams
1st May pm only & 3rd May – 10th 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.

- The times shown on the timetable are the starting times of each exam. **PLEASE ARRIVE IN SCHOOL 15 MINUTES BEFORE THE START OF THE EXAM** and assemble in the playground at the back of the room 64 at least 10 minutes before the start of the exam.
- Please note the start time for the Art Practical Exam on Tuesday 7th May is earlier than all other morning exams.
- 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, iPods, MP3 players, smartwatches, 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 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).

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 Exams Office on 020 8577 3600 **Ext 208** by 8.30am/1.00pm to 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

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

If you do miss an exam through illness, you must make arrangements with Mrs O'Neill to take the paper in the next exam session in which you have no other exams. There is no catch-up session scheduled at the end of the exam week, so all exams must have been taken by Friday 10th May. Any missed exams will result in a U grade for that subject/paper.

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