

**St. Mark's Catholic School**  
**Candidate Instructions – Year 11 Exams**  
**3<sup>rd</sup> – 18<sup>th</sup> December 2018**

- You must be in 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.
- Please note the start time for Art practical on Friday 14<sup>th</sup> December is earlier than all other morning exams.
- These exams are run in the same way as all public examinations.
- 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. **Lack of equipment will result in detention.** 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.
- Whilst you are in the exam room silence is expected at all times.
- Please ensure all bags, coats, books etc. are **put in your lockers** and not brought to the exam room.
- Do not bring mobile phones, iPods, MP3 players, smart 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 in your bag. Any wrist watches must be removed and placed on your desk.
- 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, 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 until you are collected.

- **On the days you have both morning and afternoon exams, you must remain on school premises between the exams – you cannot go off site. If you only have a morning exam you are expected to leave school premises immediately after the end of the exam.**
- 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.
- If you lose your timetable or you have any queries please see the Exams Officer, in Room 59.