



2020 Year 11 End of Preliminary Examinations Rules and Instructions to Candidates

- **During the examination period (Friday 11/9/20 to Wednesday 23/9/20), attendance at school is only required when you have a scheduled examination BUT you MUST complete and return the note below.** Please return this note to the box outside Mrs Beeby's office by Friday 4/9/20. Please note, you are **welcome to study in the Student Hub** at any time during the examination period.
- **ALL examinations will be held in the PAC or in a room as stated on your examination timetable. You MUST be in attendance at least 10 minutes before the start of your examination.**
- Students who have applied for **Special Provisions** will need to **confirm this with Mrs Rogan**. If approved for **Special Provisions** you will present to the PAC and will be taken to your exam location (for the most part it will be Drama Room, Anteroom, Sound Room, etc. within the PAC).
- You may **ONLY** take the equipment specified for a subject into the examination venue. You may bring a clear bottle of water to have on your desk during the examination. Your pencil case should also be see through or alternatively, bring your pens, etc. in a clear zip lock bag.
- **Mobile phones and smart watches are to be switched off and left in your bag or at home.** If a phone or smart watch is taken into the examination on your person, you **MUST give it to the supervisors who will place it in the box** at the front of the examination venue.
- You should **enter the examination venue only with the permission** of the supervisor-in-charge.
- **Entry will not be permitted 30 minutes after the start of an examination. Latecomers will finish at the designated examination time** and the usual consequences for lateness will apply.
- You are expected to use your time wisely and are **advised to use all the examination time. You are NOT permitted to leave the examination until the stated end time.**
- You may **only begin the examination after being instructed** by the supervisor-in-charge
- **Speaking or making any other form of contact** with a person other than a supervisor while in the examination room is **NOT allowed** (this is deemed as academic misconduct).
- **Behaving in a way likely to disturb the work of any other candidate** or upset the conduct of the examination is **NOT allowed.**
- Wear **full school uniform.**
- If you are **unable to sit an examination due to illness or misadventure, documentation must be provided.** This will include a **doctor's certificate** and an **'Assessment task affected by illness/misadventure or other cause'** form which is in the **Preliminary assessment booklet** or available from Mrs Beeby or the school's website. This form needs to be shown to and signed by Mr Jones.
- **All signed forms must** then be given to Mrs Beeby to reschedule an examination, this will **ONLY** be done if the form is **signed by Mr Jones.**



PLEASE COMPLETE THE SECTION BELOW AND RETURN IT TO THE BOX OUTSIDE MRS BEEBY'S OFFICE BY Friday 4/9/20.

I hereby consent to _____ Year: _____ Roll: _____

attending school only when they have a scheduled examination during the 2020 Year 11 End of Preliminary Examination period. I recognise that I am responsible for their well-being when not at school and will be encouraging them to study when not at an examination.

Signature of Parent/Guardian _____ Date: _____