



PRESDALES SCHOOL

GENERAL INFORMATION

- ALL STUDENTS **MUST** LEAVE THEIR PHONE AND WATCH, ALONG WITH ANY OTHER VALUABLES IN THEIR LOCKER FOR ALL EXAMS AND MOCK EXAMS. **BEING IN POSSESSION OF A PHONE, WATCH OR ANY WEB ENABLED DEVICE IN A PUBLIC EXAM MAY LEAD TO DISQUALIFICATION.**
- PLEASE ENSURE YOU FAMILIARISE YOURSELF WITH YOUR TIMETABLE.
- COATS, SCARVES ETC. ARE NOT ALLOWED TO BE WORN IN EXAMS AND SHOULD BE LEFT IN YOUR LOCKERS. **PLEASE DRESS APPROPRIATELY FOR THE SEASON.**
- YOU MUST SIGN IN AND OUT OF SCHOOL.
- CHECK THE DAILY SEATING PLANS BEFORE EACH EXAM SO THERE IS NO CONFUSION OVER WHERE YOU ARE SITTING. **YOU MUST SIT IN YOUR ALLOCATED SEAT.**
- YOU MUST BE OUTSIDE YOUR EXAM ROOM **15 MINUTES** BEFORE THE START OF YOUR EXAM.
- IT IS **YOUR** RESPONSIBILITY TO ENSURE YOU HAVE ALL THE CORRECT WORKING EQUIPMENT FOR ALL YOUR EXAMS. INFORMATION REGARDING WHAT YOU NEED FOR EACH EXAM CAN BE FOUND ON THE SCHOOL WEBSITE AND IS PROVIDED AS A SEPARATE DOCUMENT ON THIS EMAIL.
- ANY MEDICATION, INCLUDING AUTO INJECTOR PENS, SHOULD BE CLEARLY LABELLED AND HANDED INTO AN INVIGILATOR BEFORE THE EXAM STARTS. STUDENTS MUST ENSURE THEY COLLECT THEIR MEDICATION AT THE END OF THE EXAM.
- ALL EQUIPMENT SHOULD BE IN A **CLEAR PENCIL CASE** WITH ANY PACKAGING REMOVED.
- NO FOOD OR SWEETS ARE ALLOWED IN THE EXAM ROOM. TISSUES AND STILL WATER ARE ALLOWED; PLEASE ENSURE ANY LABELS/PACKAGING HAVE BEEN REMOVED. WATER MUST BE IN A **CLEAR** PLASTIC BOTTLE.
- UNLESS YOU HAVE A MEDICAL CONDITION THAT YOU HAVE MADE US AWARE OF, TOILET BREAKS WILL NOT BE PERMITTED FOR ANY EXAMS LASTING 2 HOURS OR LESS.
- REMEMBER YOU ARE UNDER EXAM CONDITIONS FROM **THE MOMENT YOU ENTER THE EXAM ROOM UNTIL YOU HAVE LEFT IT.** THIS MEANS THERE IS NO COMMUNICATION BETWEEN CANDIDATES OF ANY SORT, VERBAL OR NON VERBAL.
- IF YOU NEED HELP WITH ANYTHING DURING AN EXAM OR YOU FEEL UNWELL, PLEASE PUT YOUR HAND UP AND AN INVIGILATOR WILL HELP YOU.

STUDENT CONDUCT IN EXAMS.

PLEASE ENSURE YOU READ THE JCQ INFORMATION FOR STUDENTS TAKING WRITTEN EXAMS WHICH HAS BEEN ATTACHED AS A SEPARATE DOCUMENT TO THIS EMAIL. STUDENTS ARE EXPECTED TO FOLLOW JCQ EXAM REGULATIONS FROM THE MOMENT THEY ENTER THE EXAM ROOM UNTIL THEY HAVE LEFT IT.

PRESDALES SCHOOL WILL NOT TOLERATE ANY STUDENT WHO CHOOSES TO JEOPARDISE OTHER CANDIDATES EXAMS WITH THEIR OWN POOR BEHAVIOUR.