

Team '25 Candidate Exam Guidance

May/June 2025

What time do I need to be there?

- For morning exams: register in form time, then come to the playground. Line up promptly.
- For afternoon exams: early lunch at 12.30pm. Line up on the playground at 12.55pm promptly.



Where will I sit?

- Your seat will remain the same for 99% of your exams – please check your exam timetable
- The only exception is MFL listening where you might be in a different room/ seat, and some very small exams (for example, music) where you may all be in one small room together



What do I need to bring?

- Ensure you have all your equipment before the exam
- You must write in black biro. Bring plenty of spares!
- Ensure you have other equipment needed: pencil, protractor, ruler, calculator (if allowed), highlighter, compass
- A clear water bottle with no labels (we will also provide water)



What should I wear for my exam?

- Full academy uniform, including tie and blazer (you may remove your blazer in the exam room)



What can I not take into the exam?

- Phones
- AirPods/ earphones/ earbuds
- Watches (smart or otherwise!)
- iPods
- Any revision notes/ pieces of paper – please empty your blazer pockets in advance – regardless of whether it is relevant
- Any writing on your hands/ arms etc. – regardless of whether it is relevant
- Tippex/ correction fluid
- Food



What about my inhaler?

- As you enter your exam room, you must ask an invigilator to check your inhaler.
- Your inhaler must be placed on your desk for the whole of the exam.



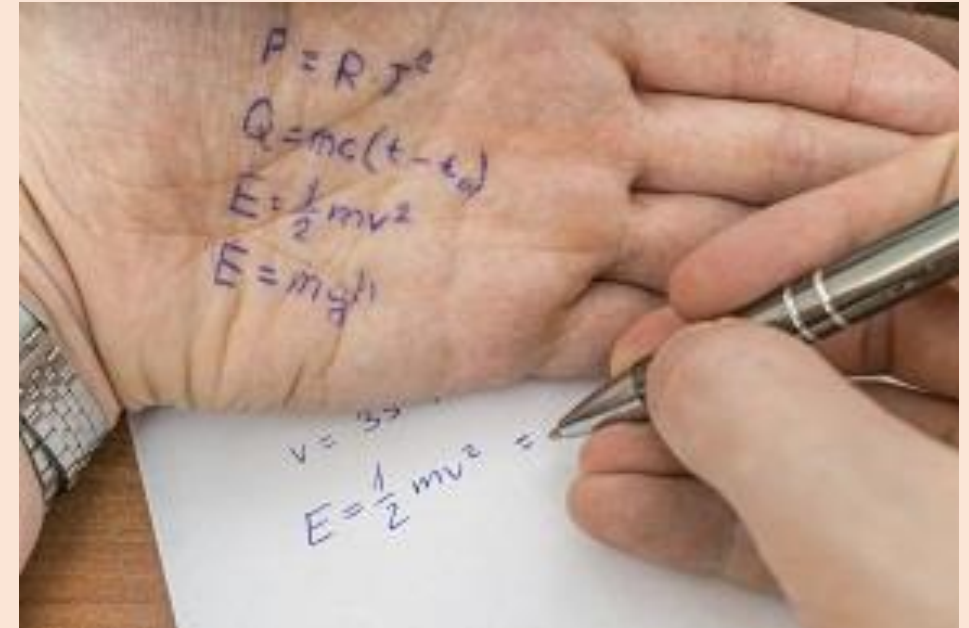
How must I behave in the exam?

- Listen carefully to invigilator instructions – if you are unsure of anything or need anything, raise your hand
- Do not try and communicate with any other candidate (this includes eye contact, gestures, body language and talking)
- Stay in your seat at all times (unless supervised by a member of staff)
- You must stay in the exam room until the end of the exam (including extra time)
- Do not write on your candidate card or desk
- Ensure you write your full legal name on the front of the exam paper



What is malpractice?

- Possession of any prohibited items – even if switched off
- Writing/ drawing obscene material
- Talking/ disrupting others
- Possession of notes
- Writing on hands/ skin
- Offensive language
- Engaging on, for e.g., social media with 'leaked' exam materials
- Leaving the exam room without permission/ supervision



What are the consequences of malpractice?

- Warning
- Loss of all marks for a section/ paper
- Disqualification from a section/ paper
- Disqualification from all papers in one or more qualifications
- Disqualification from a whole qualification
- Disqualification from all qualifications in that year
- Debarral (no exams can be sat for a set number of years)



**Nationally, there were 5,190 cases of malpractice in 2024.
41.4% of these involved mobile phones.**

What happens if I am ill?

- Do everything you can to come in to school – you cannot sit the exam at another time
- If you are too ill to come to school, you must get medical evidence and you must ring in as early as possible to let us know
- If you do not attend an exam without a valid reason, you may forfeit your best chance at a grade, and be charged the entry fee for the exam
- If in doubt – phone us!



What happens if I am late?

- We will ensure anyone arriving on a late bus is not affected
- Otherwise, please contact the school as soon as possible if you know you will be late
- Report to reception as soon as you arrive
- The exam board may not accept you sitting the exam if you are very late, so please do everything you can to be here on time



What other tips can you give me?

- Listen and follow instructions
- Write only when instructed
- Check carefully that you have the correct paper and any inserts needed
- Raise your hand for assistance – do not leave the exam room unsupervised
- Read every question very carefully
- Think – do not rush your answers
- Cross out any incorrect work – but do not doodle
- Use all available time wisely
- Remain silent at all times, from the moment you enter the room to the moment you leave it



What other tips can you give me?

- Go to the toilet before you exam – you will not be permitted to go during the exam without medical evidence (e.g. toilet pass)
- You should know what Access Arrangements you have – if in doubt, speak to Mrs Warren or Miss Turner
- If you have rest breaks, these will be taken at your desk and the time added to the end of your exam. Hold up your lilac card (this will be on your desk!) to let your invigilator know you wish to use your rest break.
- If you have extra time, you must stay in the exam room for the duration of your extra time, plus any rest break time. Use it wisely!
- If the fire alarm sounds, remain silent and follow instructions from the invigilators. You will still be under exam conditions so must not communicate with each other. Your muster point is on the MUGA.



What are the key dates I need to know?

- Study leave begins: Friday 6th June
- Leavers' celebration afternoon: Friday 13th June
- Final exam: Tuesday 17th June
- Prom: Wednesday 9th July
- GCSE results day: Thursday 21st August



**GOOD
LUCK!**

