



YEAR 9 – EXAM REMINDERS – SUMMER 2009

- Know your candidate number and where you are sitting – seating plans will be posted on the students exam noticeboard, Yr11 common room and on the wall outside the hall at the beginning of each week.
- Coats and bags are to be left in the Year 11 Common Room. Get to the common room at least 10 minutes before the start time of your exam.
- Familiarise yourselves with the Notice to Candidates given out to you in November (additional copies are available from the Exams Officer plus a copy can be found on the student exam noticeboard).



- Check you have the right equipment including: several HB pencils, several **BLACK** pens, pencil sharpener, eraser plus specialist equipment such as coloured pencils, maths equipment including a **regulation** calculator or English text as appropriate. All equipment should be in a **transparent** pencil case.
- Water is allowed in **clear** plastic bottles –all labels **must** be removed.
- Toilet breaks are only permitted in emergencies - go **before** you enter the exam room.
- Do not speak or communicate in any way with other students in the exam room from the time you enter until you leave. Communicating (which includes turning around and looking at other candidates!) with other students could result in the examination board returning all your scripts as **ungraded**.



- Disruptive behaviour is construed as **malpractice**. Persistent disruptive behaviour will be reported to the boards and again scripts may be returned as ungraded.
- Mobile phones are **NOT ALLOWED** in the examination room – even those that are switched off – leave them at home! **All** instances will be reported to the exam board and you may lose all your marks for that exam.
- After the exam – remain silent until you are outside the examination room.
- Results will be posted out in August, please ensure any change of address during the school holidays is notified to me in the Exams Office as soon as possible (ext 260 if you need to leave a message during the holidays).

SHARE THE ABOVE INFORMATION WITH YOUR PARENTS/CARERS – A COPY OF THIS SHEET WILL BE POSTED ON THE SCHOOL WEBSITE