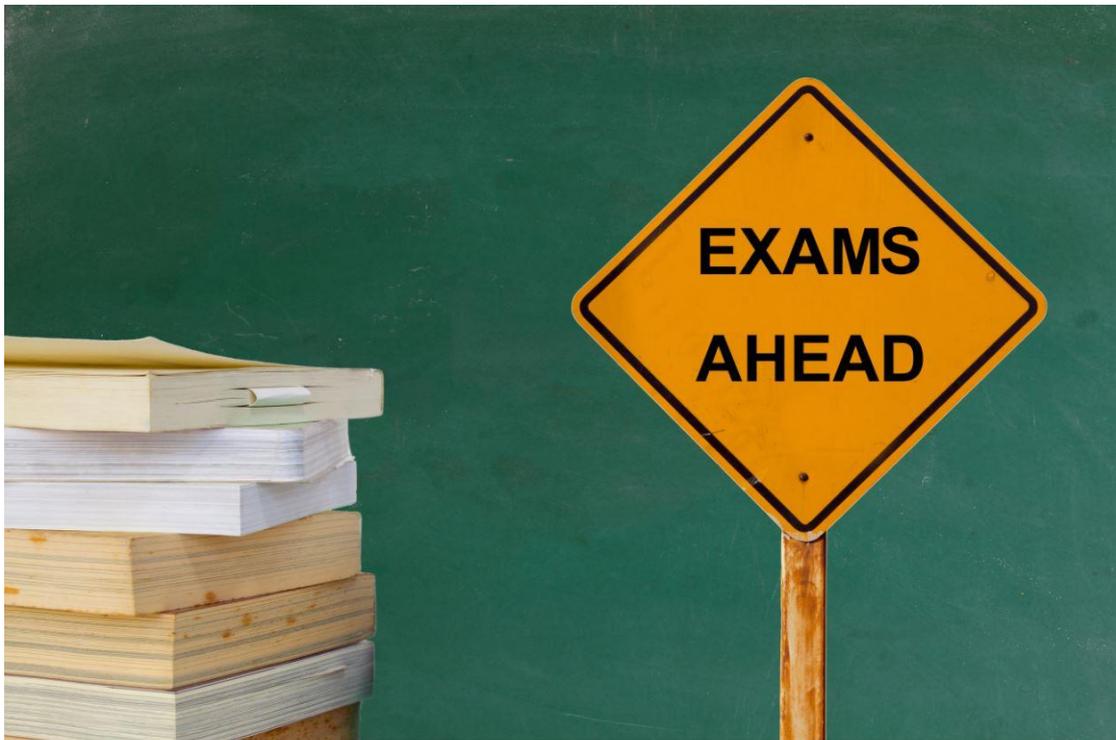


DEAN TRUST WIGAN

CENTRE NO. 33737

EXTERNAL EXAMINATIONS

INSTRUCTIONS &
INFORMATION FOR
STUDENTS AND
PARENTS



EXAMINATION INSTRUCTIONS FOR STUDENTS

1. Make sure that you know exactly when your exams are, especially whether they are morning or afternoon. All dates and times can be found on your timetable.
2. The school provide exam equipment packs and a calculator for you to use during an exam where permitted.
UNLESS OTHERWISE STATED YOU MUST WRITE IN BLACK INK, YOU ARE NOT ALLOWED TO USE TIPPEX.
The school provide highlighter pens for use in the English exams however they can **ONLY** be used on the question paper/resource material and **NOT** on the answer booklet.
3. Please ensure you allow enough time to get to school so if you are delayed for any reason e.g. traffic, you will still arrive in good time.



TIMINGS

Morning exams will commence at 9.00am, afternoon at 1pm
(unless otherwise stated)

Be at your exam room at the following times.

Morning exams: 8:45am

Afternoon exams: 12.45pm

If you arrive more than 1 hour after the start of any exam, a decision will be made whether you will be able to sit the exam. However, the awarding body has the right not to accept the script.

If you miss an exam you will **NOT** be able to do it again. If you are ill and cannot take the exam, you **MUST** telephone the school immediately. You **MUST** provide a note from your doctor.

If you do not have a genuine reason for missing an exam you will be charged for that exam. Failure to pay may result in your results being withheld.

4. **ARRANGEMENTS FOR EXAMS HELD IN THE EXAM SUITE AND ARTS THEATRE**

Please note your seat number, this will be on the EXAM NOTICE BOARD located in the Atrium. Please wait on the bleachers in the Atrium until you are told to go in to the exam.

5. Bags and coats should be put into the storage crates, located outside the Arts Theatre, before entering the examination room.
6. Once inside the room, Exam Board rules state that you **MUST** be silent. If there is any communication between any students it will be assumed that you are cheating and will be treated accordingly. You must not talk until you leave the exam room.



7. You must not write inappropriate, obscene or offensive material. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return. If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
8. Make sure you have the correct paper. If you think you have not been given the right question paper or all of the materials listed on the front of the paper tell an Invigilator at once. Remember – read all instructions carefully.
You must not ask for, and will not be given, any explanation of questions.
9. Any rough work should be done on the proper exam stationery. Cross it through and hand it in with your answers.

10. **MOBILE PHONES/ I WATCHES/ ELECTRONIC DEVICES**

You must NOT take into the exam room:



Potential technological/web enabled sources of information such as an **iPod**, a **mobile phone**, **MP3/4 player** or a **wrist watch**. These will be handed into an invigilator as you enter the examination room and will be returned at the end of the exam. If you are found in possession of one of the items listed above, then the Exams Manager will have to inform the examinations board and you could face disqualification from the exam, regardless of whether it is switched on.

Calculators will be provided by the Centre. If the calculator stops working, put your hand up and the Invigilator will get you another.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualifications.

11. You are allowed to bring in a clear bottle of water into the exam room providing the label has been removed. You are **NOT** allowed to bring in the following items:-

Canned or cartons of drinks
Chewing Gum
Sweets
Any other food (unless you have a medical condition such as diabetes (this will be known to the Exams Officer)

INSTRUCTIONS FOR A FIRE DRILL DURING THE EXAMS

We do hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing. Turn your paper over and leave on the desk.
2. Exam candidates will be escorted to the netball courts where a register will be taken. Once it is safe to do so, candidates will make their back inside to resume the exam.

**REMEMBER TO LISTEN CAREFULLY TO INSTRUCTIONS AND
DO NOT PANIC**



12. If you or your parents have any queries regarding your exams you can contact the school on 01942 511987 or speak to your teacher.

