

QUEEN'S PARK HIGH SCHOOL, CHESTER
EXAMINATION GUIDELINES SIXTH FORM

- 1) You must bring at least one **BLACK** pen, a pencil, a ruler and an eraser for examinations. A spare black pen is advisable. You must bring any other equipment (such as a calculator) that you need for a particular examination. Your pens etc will have to be in a **see-through bag**. You should write in **black ink** and not use Tippex-type correctors.
- 2) **Mobile phones*, iPods*, iwatches, MP3/4 players*, no potential technological or web-enabled devices or sources of information etc are not allowed in any Examination room – penalty for possession is disqualification.**
- 3) You need to be in the Sixth Form Common Room 15 minutes before the start of your exam. You will be collected from there by an invigilator or Exams Officer and escorted to the examination room. **Examinations normally start at 8.45am or 1.00pm.** If you have an examination **clash** make sure you have told Mrs Moore, the Examinations Officer, and that you know the arrangements.
- 4) There will be set seating plans for each examination. Ensure you know your examination number and make sure you occupy the correct desk. **Lanyards with photo identification MUST be worn in all exams.**
- 5) All coats, bags and hats must be moved away from desks (to the front or back of the room, for example) before examinations start. For this reason we recommend that all bags/mobiles, coats etc are left in secure area provided in the Sixth Form. We also recommend layers of clothing as exam room temperatures can vary.
- 6) There must be no eating in the examination room (this includes chewing gum)**. The only drink allowed is a small plastic bottle of water – bottles must be see-through, clear in colour with no labels, no writing and a small screw cap top to avoid spillages.
- 7) You must not write or draw on the desks.
- 8) You must stay to the end of each examination.
- 9) When you leave an examination you must not hang around, making a noise and disturbing classes that are working. Leave quickly and quietly.
- 10) If you are ill and unable to attend an examination you must contact school on the day of the examination (before 8.45 a.m. or before 1 p.m.) to let the school know you will not be there (telephone 01244 981500).
- 11) Before the examinations start, you must consult the “Notice to Candidates” issued by the examining bodies and which will be displayed in the examination room and on the notice board outside.
- 12) Before each examination please wait outside the examination room until you are directed to enter by a member of staff.

- ◆ **You must not talk to or communicate with other students during an examination.**
- ◆ **You must not disturb other students, especially if you have finished your examination.**
- ◆ **Anyone who misbehaves in an examination and so prevents other students from concentrating properly COULD FIND THEMSELVES DISQUALIFIED FROM THAT AND OTHER EXAMINATIONS.**

* If students insist on bringing mobile phones etc to school, then these items may be handed in for safe-keeping to the Invigilator. This is done at the student's own risk and the school will not be liable for any loss or damage.

** Exceptions are students with known medical conditions.