



Beverley Joint Sixth Form Examination Procedure

It is your own responsibility to check the date and time of your examinations and to be present when required.

You must arrive and be ready to enter the exam room 10 minutes before the beginning of each examination i.e. 8:50am or 1:05pm. In the event of a genuine emergency (e.g. transport delay) you should get to school as quickly as possible.

Details of rooms and seating plans showing where you will sit for that day's exams are displayed outside the the Sixth Form Common Room. Please check this before every examination.

Sixth Form students MUST wear their purple lanyard and identification badge.

You must not enter examination rooms before the invigilator. No books of any type may be taken into the examination unless they are specifically required for that examination.

Belongings need to be left in the common room or as directed by the invigilator.

MOBILE PHONES (OR OTHER VALUABLES SUCH AS IPODS, MP3 PLAYERS ETC) SHOULD NOT BE BROUGHT INTO SCHOOL, AS THERE ARE NO SECURE STORAGE FACILITIES AVAILABLE.

You should be aware that the Examination boards are disqualifying increasing numbers of candidates as a result of mobile phones and other electrical equipment being taken into exam rooms, even though they may be switched off.

Purses, keys or wallets will be allowed into the exam room but must be placed under your chair.

Watches of any kind are not permitted in the examination room. They cannot be on your desk, in your pocket or your pencil case. No exceptions will be made to this on the day of an exam.

Exam Board regulations state that **no food** may be taken into an exam room. If a student requires food for a medical reason (e.g. diabetes) the Exams Officer must be informed in writing prior to the exam period.

The Head of Centre permits **water** in the examination room however this must be in a small transparent bottle with a sports cap and no labels.



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Equipment

All equipment should be placed in a **clear plastic bag, or see through pencil case**. It is **your responsibility** to bring all the items you require - black pens, pencils, ruler, rubber, calculator, mathematical equipment and coloured pencils. The school is under no obligation to supply any equipment.

Remember that you are not allowed to bring tippex, calculator cases and calculator instruction booklets into the examination.

Any breach of examination regulations, copies of which have been posted on the school website and which are displayed inside and outside the examination rooms, can result in disqualification, not just from the examination in question but from **all** examinations.

NORMAL SCHOOL DRESS MUST BE WORN FOR ALL EXAMINATIONS.

NORMAL SCHOOL RULES APPLY WHILE YOU ARE ON THE PREMISES.

Non-attendance

In case of serious illness contact the school before the examination begins on (01482 881531 BGS or 01482 881658 BHS). However, candidates are advised to come to school and attempt the paper if this is at all possible.

Misreading the examination timetable will not be accepted as an adequate reason.