

## **GCSE & GCE EXAMINATION REGULATIONS**

**You must be at your exam room by:**

8.45am for morning examinations all of which start at 9am  
12.45pm for afternoon examinations all of which start at 1pm



If you are worried about anything at all that may affect your performance in your examinations, eg bereavement or illness, please contact Mrs Doyle on 01530 413748 (ext 307) or email to [m.doyle@ashbyschool.org.uk](mailto:m.doyle@ashbyschool.org.uk).



### **DO NOT BE LATE FOR YOUR EXAM**

If you are late report to B Block Reception, you will be directed to your room. Examination Boards will be informed of all late candidates and their examination papers may not be marked. Examination registers are available to view but only for the current exam day on the Examinations Notice Board, outside 'B' Block Reception.



**IF YOU ARE ILL.** You must attend all the examinations that you have been entered for, otherwise a bill will be sent home. If the absence was due to illness you will be exempt from payment but must send a doctors note to Mrs Doyle within three days of the examination. If you are ill on the day of your examination please ring the school, as soon as possible.

Ask for Mrs Doyle (ext 307) or Mrs Williams (ext 343)

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### **CANDIDATE NUMBER**

Please remember to put your 4 digit candidate number on all your examinations scripts. This can be found on all examination paperwork you have received and on the green label you will have on your exam desk. This number is unique to you! If you wish you may write it on the outside of your transparent pencil case. Remember to sign your exam paperwork if asked to do so.



**NO MOBILE PHONES or SMART WATCHES ALLOWED.** These must be switched off and not in your possession at the examination desk nor should any electronic equipment be in your possession.

Failure to adhere to this regulation could result in **DISQUALIFICATION** from one or all of your examinations. If you wish to, you can place a normal watch (not smart watch) on your exam desk.



**EQUIPMENT.** You must provide all your own equipment, eg pens, pencil, scientific calculator – **NO** borrowing is allowed. You should bring your equipment in a transparent pencil case or a clear plastic bag. Only use **BLACK** pen, Tippex are not allowed.

**SSHH!**

**SILENCE IN EXAM ROOM.** No talking or communication allowed once you enter an examination room. If you need assistance put your hand up and an Invigilator will attend to you. You will not be allowed to leave an examination early, even if you have finished, as this disturbs other candidates and is against examination regulations. You must **NOT** communicate with or copy from other candidates.



**DRINKS & SWEETS.** You are allowed to take a drink in a clear plastic bottle, with the label removed into the examination room. You may also bring sweets without wrappers. Chewing gum and any other food is not allowed.



**ANY MISCONDUCT WILL BE REPORTED TO THE APPROPRIATE EXAMINATION BOARD. THIS MAY RESULT IN DISQUALIFICATION FROM THAT EXAM AND ALSO ANY OTHER EXAMS THAT YOU MAY BE ENTERED FOR!**

**REMEMBER: If there is anything you don't understand about your examinations please come to the Exams Office, B block & ask for Mrs Doyle, or Mrs Williams, who will all be happy to help you.**