

ASHBY SCHOOL EXAMS INFORMATION CENTRE NUMBER 25100

Morning Arrival 8:45am for morning exams which start at 9am
 Afternoon Arrival 12:45pm for afternoon exams which start at 1pm
 Exams Office Exams Office is Located in B Block Corridor next door to the Maths Office
 Mrs Maureen Doyle: Exams Manager, Tel 01530 413748 ext 307 ;
 Contacts m.doyle@ashbyschool.org.uk

CONCERNS	If you have any concerns which may impact upon your exams eg illness, bereavement - contact the Exams Manager	
LATE	DO NOT BE LATE. If you arrive after the start time of your exam come to the Exams Office. Examination Boards will be informed of all late candidates and their examination papers may not be marked.	
ILLNESS OR ABSENCE	Attendance: You must attend all your exams otherwise you will be billed. If you are ill on the day of your exam - do your VERY best to attend. If you are unable to attend ring the Exams Office as soon as possible or email . If evidence is requested by the Exams Office you must send this within 3 days if possible of your exam.	
Mobile Phones and electronic devices	Mobile Phones and electronic devices of all kinds (including smart watches) are banned. They must be switched off and left in your bag. If you are found to have any of these items still on your person in an exam you will be reported to the Exam Board and the board could DISQUALIFY you from your exam and possibly all of your qualifications.	
WATCHES	Watches (normal wristwatches) are allowed in exams but must be placed on the exam desk	
EQUIPMENT	Bring your own equipment to include pens/pencils/ scientific calculators / maths equipment etc Use clear plastic pencil case or a clear bag for your equipment	
SILENCE	No communication is allowed in exams. If you need assistance put up your hand and an invigilator will attend to you. You must not copy from or communicate with any other students	SSHH!
DRINKS & Food	Drinks should be in clear bottles with no labels on. Sweets are allowed but they must not have wrappers on.	
CLASHES	If you have a clash on your timetable you will be supervised during your break. Bring food and drink for the break if you wish as you are not allowed out to buy food.	
MISCONDUCT	ANY malpractice will be reported to the appropriate Exam Boards. This may result in disqualification from that exam and also any other exams that you may be entered for! This decision is made by the Exam Boards	