

AS & A Level EXAMINATIONS 2017

Dear Candidate

Here are some crucial tips to help you get through the examinations successfully:

A) During the Examinations

Time Keeping: a) Always turn-up for exams at least **20 minutes** before they start. Morning exams will usually start at **8.45**. Afternoon examination start times vary, but usually start at 1 p.m. (check your individual timetable!).

b) Make sure you turn-up at the correct venue. **Know where you have to be.**

Equipment: a) You **must** have pens (black only) that work; pencils; a (30 cm) ruler; an eraser; a pencil sharpener; compass; protractor and calculator (without lids!) (plus - check it works!).

YOU WILL NOT BE PROVIDED WITH ANY OF THE ABOVE IN THE EXAM.

b) These should be kept in a **clear** pencil case or **clear** plastic bag.

c) All bags must be left outside the examination venue.

d) Tippex must not be used.

Uniform: **Full School Uniform must be worn** in all examinations.

If you come into School to study during study leave, **uniform must be worn**. Please sign in and out in the book by the main office.

Leaving an a) Do not talk until you are outside the venue.

Exam: b) Leave quietly and quickly. There may be other exams in nearby venues.

c) Check that you have **all** your belongings with you.

Mobile Phones/iPods/ Smart Watches etc: These devices are **not** allowed in the Examination Venue. If your mobile phone rings during an exam, you run the risk of being disqualified.

Returning Books: a) Text books can be returned in the final exam of each subject e.g. English books in English exam.

b) **Please put your name and form on a slip of paper and put this in the front cover of the book you are returning.**

c) Books with no name/form cannot be identified.

You will be charged for replacement text books etc. if there is no record of you having returned them. (An average text book costs approximately £15).

Sickness: In the event of sickness, please phone the **Main switch board** on **01446 772311**, **before** the start of the exam and leave name and form. (Please do not contact the Achievement Assistant with this message as they may not be available to receive this call).

B) After the Examinations - (AS Students)

A full teaching timetable will be in place from Wednesday 21 June 2017

C) After the Examinations - Results Day

- a) A2 Level results are available for collection from **8.30 am to 9.30 am** on **Thursday 17 August 2017** in Scholars.
- b) AS Level results are available for collection from **9.30 am to 10.30 am** on **Thursday 17 August 2017** in Scholars.
- c) If you are unable to attend on that day (e.g. on holiday abroad) please leave a **PREPAID STAMPED ADDRESSED ENVELOPE** with the Examinations' Officer - Mr R Stagg in the Main Office **before the end of your exams**.
- d) Results will **not** be given out over the telephone, nor will they be given to friends to pass on, (unless written permission from you is given to Mr R Stagg, prior to the end of term. This **must** identify the person who will be collecting your results.)
- e) Miss Davies will be available to discuss future options of Year 13 students **ONLY 9.00 am - 11.00am Friday 18 August 2017**.
- f) Miss Pennell and Mr Ling will be available to discuss the future options of Year 12 students on Tuesday 22 August 2017 from 9.00 am to 11.00am. Any A2 subject choice forms not already submitted must be returned **by 10am on Friday 25 August 2017** to the school reception.
- g) UCAS strongly recommend that you are available to get your results and act on them immediately, if necessary.
- h) If results need to be queried you must see Mr R Stagg, at once.
- i) A more detailed guide to "*What to do when you get your results*" will be given out on Results Day.

