

Your individual timetable

Your personal exam timetable shows the date, start time and duration of each exam.

Examination start times

Morning exams start at **9.00am** and afternoon exams at **1.30 pm**. Please make sure that you are outside the exam room by 8:45am (morning exams) or 1.15pm (afternoon exams). Most of your written exams will be in the Hall or the Lecture Theatre, so please go to the Canteen to wait. Check the seating plan which will be posted on the Exams noticeboard and go to your assigned seat when you are told to. Enter in silence, leaving any unauthorised materials outside the exam room. Do not open your exam paper or start to write ANYTHING until you are told to do so.

Examination equipment

We will provide you with a pen, pencil and small ruler for all written exams, but you are welcome to bring your own if you prefer. If you are bringing your own equipment into the examination room, please make sure that everything is stored in a clear pencil case or plastic bag.

What items can I take into the exam?

Take only what you need into the exam room. If you have a coat or bag, you will have to leave it at the back of the room.

Mobile phones must be handed in before each exam and collected again afterwards. They should not be brought into the exam room under any circumstances. The exam regulations are very clear about this. This also applies to Smart Watches.

What's Allowed



Materials approved by Exam Boards

Approved calculators (no lids)

Mathematical instruments

CLEAR Pencil Cases

Black pens, pencils, erasers

Water in sports bottle (label must be removed)



What's Not Allowed

Revision or course notes

Books, dictionaries

Media storage, audio players

Ink erasers

Large water bottles

Any food or drink (other than water)

MOBILE PHONES
SMART WATCHES

USEFUL CONTACTS

School telephone number
01442 406020

The Exams Office
exams@adeyfield.herts.sch.uk



THE ADEYFIELD ACADEMY

Examination Essentials



This leaflet is designed to help you understand the examination rules and procedures. Please read it carefully.

LEARNING WITHOUT LIMITS

WHAT SHOULD I DO IF...

I lose my timetable?

You can get a replacement from the Exams Office.

I feel unwell on the day of an exam?

Call school as early as possible and before 8:30am at the latest. We will be able to advise you what to do.

I arrive late for an examination?

Leave enough time so that you are not late. If you are, you will be allowed into the hall to sit the examination but we will need to know the reason for the delay. If you are **more than 60 minutes late**, we have to inform the Exam Board and they may refuse to mark the exam.

Something happens that you think may have affected your exam performance (such as illness)?

Details and evidence of any circumstances that have affected your exam performance must be submitted to the Exams Office within seven days of the examination as we may need to make an application for special consideration.

If you have any other questions, please see the Exams Office staff or email:

exams@adeyfield.herts.sch.uk

ON THE DAY - DO'S & DON'TS

DO sit in your assigned seat .

DO NOT communicate with other candidates.

DO raise your hand if you have a query, feel unwell, need more stationery.

DO NOT take any unauthorised materials into the exam room.

DO leave your candidate card visible throughout the examination.

DO NOT bring mobile phones, smart watches or other electronic equipment into the exam room.

DO check you have the correct paper.

DO read all instructions on the question paper and answer book.

DO fill in the front cover in CAPITAL LETTERS and listen to the Invigilator's announcements.

DO NOT open the question paper until told to do so.

DO use black ink only.

DO write clearly and only in the spaces provided on the exam paper.

DO NOT leave your seat without permission once the examination has started

DO NOT use scrap paper, all rough work must be in the answer book, put a single line through anything you do not want marked.

DO check the clock so that you know how much time you have left.

DO stop writing as soon as time is called, close your answer book and check all your details are correct.

DO indicate the question numbers attempted and the number of answer books used.

DO put any extra sheets inside the answer book.

DO remain silent in your seat until all answer books have been collected.

DO NOT take used or unused answer books, or question papers out of the exam room.

DO leave the hall quickly and quietly when told to do so by the invigilator .