



King Edward VII School

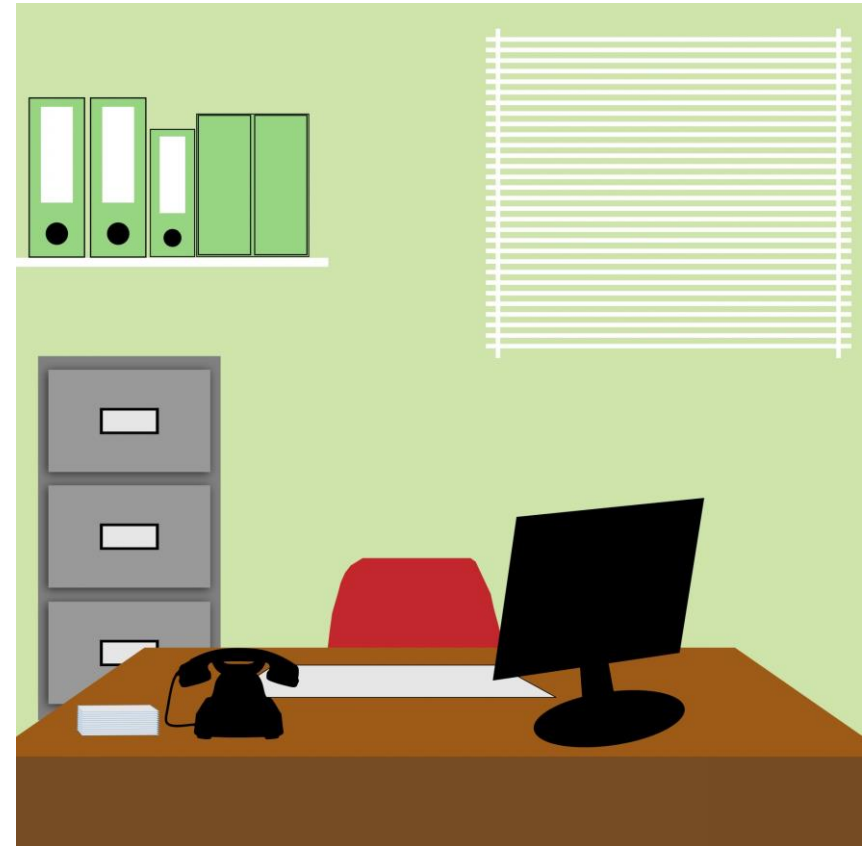
EXAM INFORMATION FOR STUDENTS 2023 – 2024

Exams Office Staff

Mrs Neill –
Exams Manager

Mrs Alsamarai –
Exams Administration Officer

Email: exams@kes.sheffield.sch.uk



Exam Preparation

- Be prepared – check your timetable. This will have been emailed to you via your school email prior to each exam session.
- Bring everything you need in a CLEAR pencil case – black pens, pencils, calculator (when required), other relevant maths equipment.
- Ensure you take personal belongings to reception.
- Take your bag to the allocated bag room.



Exams – Where and When?

- As stated previously you will already have received a rooming timetable via your school email. As a backup check the Exams noticeboard (A floor for A level), C floor for GCSE). This is updated on a daily basis during an exam session.
- Report to your allocated exam room at least 15 minutes prior to the actual start of the exam. This gives time for you to prepare and for seating and JCQ instructions to be given.



Exam Start Times

Morning exams start as follows –

- External Exams – 9:15am, line up at 9:00am
- Trial Exams – 9:00am, line up at 8:45am

Afternoon exams start as follows –

- External Exams – 1:30pm, line up at 1:15pm
- Trial Exams – 12:30pm, line up at 12:15pm

*Please note, the above times may vary.
You will be informed of any changes to start times.*



Warning

Read your timetable carefully

- External Exams – If you turn up at the wrong time or on the wrong day you may have missed your exam and will not have the opportunity to take it.
- Trial Exams – As stated above although it could be that in extreme circumstances you will be allowed to sit this at another time during the session. This will be at the discretion of your Year Leader.



Illness or Injury

- If you are ill or injured please try to come to school if possible as exams cannot be rearranged. Special arrangements may be made for candidates with an injury or feeling poorly. Proof of major illness should be supported by a GP note.
- If you are unable to take the exam on the day you must obtain a GP certificate/note.



Rules of Conduct

- Exams and Non Examined Assessments (NEA) are important events and you must follow the rules.
- Rules are set by Joint Council for Qualifications (JCQ) not school and are in place to ensure that exams are secure and fair for everyone.
- If you break the rules (deliberately or accidentally) you will be penalised and could be **disqualified** from **ALL** your subjects.



Joint Council for
Qualifications

Mobile Phones, iPods, Smart Watches, Watches or other electronic devices

- Once the exam has started, if you are found with any device capable of communication with the Internet (switched on or off), the exam board will be informed and action will be taken.
- Marks will be lost if a phone, iPod, smart watch or watch are in your possession even if there is no evidence of it being used.
- If there is evidence of a phone, iPod, smart watch, watch or other electronic devices being used during the exam you can be disqualified from part or **ALL** of your exams.

DO NOT BRING YOUR PHONE, IPOD, SMART WATCH, WATCH, OTHER ELECTRONIC DEVICES TO YOUR EXAMS.



Joint Council for
Qualifications



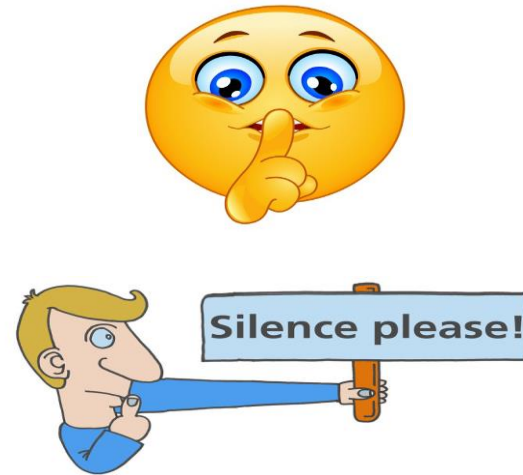
Starting the Exam

- Listen to the Invigilator and instructions given. Please do as you are asked.
- If you have a problem put up your hand and wait for the Invigilator to come over to you.



During the Exam

- You must **NOT TALK** or disturb another candidate in any way.
- Irregular conduct such as disrupting other candidates will be reported to the exam board and can lead to disqualification from part or **ALL** of your exams.



At the end of the Exam

- Check you have filled in the grid on the front of your answer booklet with your full legal name, candidate number, centre number.
- You may not leave your place until you are told to do so by the Invigilator.
- Leave the exam room quietly.

Centre number = 36644

Full legal name

Candidate/Exam number

Any questions?

If you have any questions with regard to your exams please go to the exams office.

It is always best to clarify any issues/questions prior to the exams session.

Good luck in all your exams

