
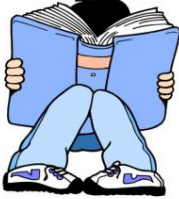








# Golden Exam Rules



This is a brief summary of the full 'Guidance Notes for Exams' that can be found at [www.sirjamesmiths.cornwall.sch.uk](http://www.sirjamesmiths.cornwall.sch.uk).

 <p>www.shutterstock.com - 5808763</p>	<p>The whole of Great Britain runs to the same <b>GCSE timetable</b> over June and July. <u>We are unable to reschedule exams</u>. When you receive your exam timetable please ensure that you are able to attend each and every exam you have got.</p>
<p><b>READ</b> your exam timetable and keep it safe. Be aware of the start and finish times of the exams. If an exam starts at 8.40am, it means you are expected to be sat at your desk with the exam paper in front of you, ready to begin at 8.40am!!</p>	
	<p>For morning exams, please <b>REGISTER WITH YOUR TUTOR GROUP</b> before coming to your exam. This helps us to spot absences early on.</p>
<p>Make sure that any <b>WATCH ALARMS</b> are switched off and that your <b>MOBILE PHONE</b> is safely stored away in your bag or locker, i.e. do not take into the exam!</p>	
<p><b>Please Notice This</b></p> 	<p>Read the <b>WARNING NOTICES</b> – these are on the exam notice board, school website and also outside each exam room during the exam period. <b>All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects.</b></p>
<p>Make sure you have the <b>CORRECT EQUIPMENT</b> with you before entering the exam room. There is a list on the exams notice board. Be aware of which exams allow you take a <b>calculator</b> and make sure that your calculator does not have any data stored on it.</p>	<ul style="list-style-type: none"><li>✓ <b>Black biro</b></li><li>✓ <b>Pencil</b></li><li>✓ <b>Ruler</b></li><li>✓ <b>Eraser</b></li><li>✓ <b>Sharpener</b></li><li>✓ <b>Clear pencil case</b></li></ul>

	<p>You may take plain, <b>STILL WATER IN A CLEAR PLASTIC BOTTLE</b> in to the exam room. Make sure the label is removed. Invigilators will also have water to hand if you need. <u>No other drink or food is allowed</u> without prior permission from the Exams Officer.</p>
<p>Arrive <b>TEN MINUTES</b> before exams are timetabled to start.</p>	<b>TEN MINUTES</b>
	<p><b>LISTEN</b> to the invigilator – they will give instructions which you must follow. If you can't hear them properly, ask them to repeat their instruction.</p>
<p>If you need <b>HELP DURING THE EXAM</b>, put your hand up and an invigilator will come straight over to you.</p>	
	<p><b>Please don't arrange any APPOINTMENTS</b> which may require you to leave the exam early or dead on the finish time. We <u>cannot</u> release you from the exam before the published finish time. Occasionally an exam may start late and finish later – we don't want you to miss out just because you have to catch a lift to the Cornwall County Show!!</p>
<p>If you are <b>RUNNING LATE</b> or are ill on the day of an exam, please ring the school on 01840 213274 as soon as you can to let us know. Do. Not. Panic.</p> <p>If you are late, please come to Reception where the Exams Officer will meet you and escort you to your exam.</p>	
	<p>If there is <i>anything</i> that you don't understand about your exams, please contact the <b>EXAMS OFFICER</b>, Susie Ballerstedt: 01840 214153 / <a href="mailto:sballerstedt@sirjamesmiths.cornwall.sch.uk">sballerstedt@sirjamesmiths.cornwall.sch.uk</a> / call in to Exams Office next door to S1.</p>