

Before the examination

Revision

Good revision skills are essential in order to be successful in an examination. Further information to help you with revision can be found [here for Year 11](#), and [here for Sixth Form](#).

Statements of entry

Please check your statement of entry carefully. This will list all of the examinations, controlled assessments/coursework and award codes that you have been entered for. You will also see how your name will be printed on all of your certificates. If you have any questions regarding the entries then please discuss this with your subject teacher. If there are ANY mistakes (e.g. name, date of birth, exam entry, etc.) you **MUST** inform the examinations officer immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later.

Examination timetables

To ensure that your timetable is easy to find, it will always be printed on yellow paper. When you receive your timetable you must check each exam date and time carefully. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you must inform the examinations officer immediately. Make sure you know which room you need to go to for each exam. Extra time will not be permitted if you have simply misread your timetable. Take special note of any re-arrangements due to a timetable clash. **You alone are responsible for checking your exam timetable.**

If you need another copy of your timetable then you must request this from the exams office at **breaktime**. Timetables will not be reissued during registration or lunchtime on exam days.

Contact Numbers

Please ensure that the school has at least one up to date contact number for you.

Location of the exam

Most exams will take place in the sports hall. Your individual timetable will state the location of your exam and your seat number. Please arrive at school at least fifteen minutes before the start time shown on your timetable so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you must sit at the desk that has been allocated to you unless the invigilator instructs otherwise.

Equipment

You must provide your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case. All cases must be removed from calculators.

The following equipment should be brought to EVERY exam:

- 2 pens – BLACK ONLY
- 2 HB pencils
- Ruler
- Pencil sharpener (preferably one which catches the shavings)
- Rubber

For certain exams you will also need the following:

- Calculator
- Compasses
- Protractor
- Coloured pencil crayons
- Set texts (e.g. in English literature)
- Highlighters

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens MUST NOT be used in answer booklets but you are allowed to highlight parts of the printed questions if you wish to. You must not use any correcting fluid or tape in any answer booklets.

Calculators

Calculators may be used in most exams; your subject teachers will tell you if they are not allowed for a particular paper. You must bring your own calculator if you need one. You are not allowed to use a mobile phone as a calculator. Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The examination boards do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly. Calculators must not:

- Be dependent on mains supply (i.e. use a plug)
- Have alphabetic keys
- Be programmable
- Have noisy keys which could disturb others
- Be borrowed from another candidate during the examination
- Have retrievable information in them

Dictionaries

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain exams,

however this MUST be arranged before the exams begin. If you think you may be eligible to use a bilingual dictionary please see the exams office.

Drinks and sweets

You are allowed to take into the exam room a drink of water in a clear plastic bottle with the label removed. Chewing gum and any other food or drinks are not permitted. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot do this for you so please make sure you have enough for the whole exam time.

Questions

If you have any questions regarding your exams, controlled assessments or coursework then please contact the exams office on 01527 523088 or ysealey@redditch.tgacademy.org.uk.