



Rayner Stephens High School

Student Examination Guide

Summer 2017

Morning examinations (am):

Lining up by 8:45 at the latest ready to go in
Examination starts at 9am

Afternoon examinations (pm):

Lining up by 12:45 at the latest ready to go in
Examination starts at 1pm

If you have an afternoon examination, you need to have an early lunch at 12:20 and wait in the dining hall ready

Preparation for your examinations

Well in advance put your examination timetable on display so you and your family can clearly see when they take place. Check the dates and times carefully.

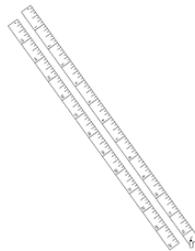
Please prepare your equipment. You must only use a clear pencil case. You need black ball-point pens, pencils, a ruler etc and other equipment if needed. For maths and science exams (and others such as geography), make sure you have got a working calculator.

You can take in a small squirty bottle of water only - the label removed (max 0.5 litre).

Be prepared - get your uniform and all your equipment ready the night before. You must wear your school uniform to all your exams.

Try not to be too late to bed, don't be up all night revising.

Start the day with a good breakfast, and give yourself plenty of time to get to school.



Examination procedures and regulations

Before you go into the examination:



Make sure that you go to the toilet if needed.

Make sure you have your seat number and line up in silence in the correct line. Make sure you have your examination number.

Switch off your mobile phone and prepare to hand it in.

NOTE: Failure to follow the examination regulations will result in disqualification. From the moment you enter the room, you are in examination conditions.

Your mobile phone must be switched off and handed in to an invigilator. It will be put in an envelope. You will receive a ticket and will collect it at the end.

You must enter the examination room in total silence. You must not look at or speak to any other student in the examination until you leave the room or you will be disqualified.

You must listen to the instructions which are given at the start of the examination.

You must not have anything written on your hands or arms - it doesn't matter what it is.

You must hand in any notes and not keep any notes on your person or in your pockets. If in doubt, hand it in.

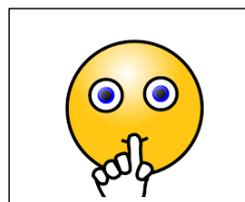
You will not be permitted to leave the exam hall unless it is medically urgent.

Check you have the right paper. If it is an exam where you should have a foundation or higher paper, check you have the right one, if you are not sure put your hand up and ask an invigilator.

Do not write on your examination paper until you are told to do so.

If you are unsure about anything to do with your examinations please speak to Mr Morris, Mr Phillips (our Examinations Officer) or Mr Cleverley.

During the examination



Once the exam has started, take a few minutes to read the instructions and questions so you know exactly what's expected of you.

During the examination, if you find you need any equipment, or if you feel very unwell at any point, put your hand up and speak to an invigilator - they will be able to help you.

Check the mark schemes, plan in advance how much time you'll need for each question.

Don't panic if you get stuck on a question. Even if you're really stumped, an educated guess is better than leaving it blank.

If you finish before the end of the time available, check your paper thoroughly.