

Exams at Saint Martin's

At Saint Martin's we endeavour to give all year groups the opportunity to experience exams in the exam hall or exam room. This is an encouraging environment to give all students the opportunity to experience exam conditions, develop good exam practice and familiarise themselves with the exam environment so when they come to take their GCSE (or any other external examination), where regulations need to be adhered to, they are equipped for the situation.

Exam Dates & Timetables

- Exam dates for each year group are available on the school website ([‘Students’ > ‘Exam Information’](#))
- Exam dates are also available on the Exam Board in the Saint Dominic's corridor.
- In-house exam timetables will be available about 2 weeks before the scheduled exam season.
- GCSE, Cambridge National and BTEC Summer Exam Timetable will be available from December.
- BTEC and Cambridge National exams may also take place in January. This timetable will be available from October.
- Exam timetables will be available on the school website in the [Exam Information](#) section, sent electronically to your school email and displayed on the Exam Board in Saint Dominic's corridor.
- Please note, other classroom assessments, non-examination assessments & coursework may run throughout the year. These dates will be decided & communicated by the subject teachers.

Individual Exam Timetables

- You will receive an individual exam timetable. This will be sent to your school email.
- The timetable will state which room you are in and what seat you have been allocated for each exam.
- Please check the information on your exam timetable is correct. Any queries please contact Miss Hickey (Exams Officer).
- Please keep this timetable safe. You are expected to be prepared and know where you are sitting for each exam.

Terminology

- **In-house exams** are exams arranged by the school for mock examination purposes and performance management.
- **External exams** are exams set by an awarding body which contribute to a qualification grade, such as a GCSE. Regulations set by the awarding bodies must be adhered to.

Exam Equipment

- Ensure you have the correct exam equipment for each exam.

This includes:

- Black Pens
 - Pencils
 - Rubber
 - Maths Equipment
 - Scientific Calculator
- Please check with your subject teacher for the equipment you need for each exam.
 - Equipment must be in a transparent pencil case.



Unauthorised items

- Unauthorised items are items you must not bring into an exam.

This includes:

- Notes
- Mobile Phones
- AirPods
- Earphones/earbuds
- iPods
- MP3/4 players or similar devices
- Watches
- Smart glasses
- Any other smart devices



Food & Drink

- Only water is allowed in the exam hall. This must be in a transparent bottle free from labels and branding.
- Food is not permitted in the exam hall. (if you require food items due to a medical condition, please speak to the exams officer)

School Uniform

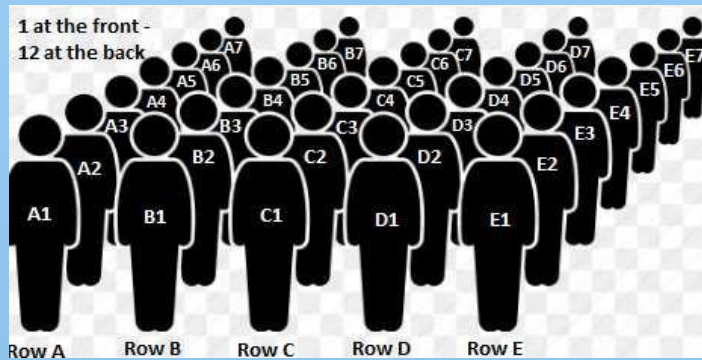
- Students are expected to adhere to school uniform rules for all exams.

Bags & Coats

- Where possible, please leave your bags and coats in your lockers.
- **In-house exams**- if you are unable to leave your bags and coats in your lockers, bring them with you and put them under your exam desk
- **External exams** - bags and coats are not permitted in the exam room.

At the start of the Exam

•For exams scheduled in the hall, please line up in rows, in your seating plan order, on the tennis courts before your exam session. For example:



- For exams scheduled in the classroom, please line up outside the timetabled room.
- Please have your exam equipment ready.
- You will then be invited into the exam hall/room, one row at a time.
- You must enter in exam conditions.
- Please stand facing the front behind your allocated seat until you are invited to be seated.
- You must not write on your exam paper or open it until you have been instructed to do so by an invigilator.

During the Exam

- You must maintain in exam conditions.
- You must follow the instructions of the invigilator.
- You will be asked to complete your details on the front of your answer sheet/booklet.
- If you have a query, please raise your hand to attract an invigilator's attention.
- Invigilator(s) cannot help you with reading or understanding a question.

At the end of the Exam

- You will be asked to stop writing. You must stop writing straight away.
- You are to remain in exam conditions until you leave the exam hall/room.
- Please make sure your details are clear on your answer sheet(s).
- The invigilators will collect in your exam papers.
- You will be dismissed one row at a time.
- Please remain quiet and respectful when you have left the exam hall/room as others may be still working.

What are exam conditions?

- Absolute silence from the moment you enter the exam room until you leave.
- No communication with any other student.
- Independent work. No copying or sharing answers.
- No phones, watches or electronic devices.
- No unauthorised items, such as notes.

What is the role of the Invigilator?

- The invigilators are a friendly team who ensure the integrity of the exams are upheld.
- They ensure your exams run smoothly.
- They ensure candidates are abiding by the rules & regulations of the examination as well as school behaviour expectations.
- They cannot help you with your exam paper but are there if you require any other assistance.

What do I do if I see an exam sign?

- If you see an exam sign displayed in front of a classroom or corridor, please do not enter and please be silent in that area.
- The Saint Dominic Corridor is often used for exams, please do not walk through the corridor when exams are on. Please also be quiet when outside by 1SD and 2SD.
- Even if you are not in an exam or your exam has finished, there may still be people sitting an exam so please always adhere to the signs.

What happens if my exam is due to run over the school day?

- If your exam is due to run over the school day, you will need to arrange alternative arrangements for getting home (external exams only).

What if I need my mobile phone for a medical condition?

Speak to Miss Hickey (exams officer) before the exam season and we will come up with an arrangement.