

## INSTRUCTIONS TO 'A' LEVEL CANDIDATES

1. External written examinations will take place in the Jubilee Hall, unless otherwise directed. In the first instance report to the Jubilee Hall.
2. Morning examinations will start promptly at 9.10 am and afternoon examinations at 1.30 pm or earlier if all candidates are present. Candidates must be present outside the examination hall by 9.00 am or 1.15 pm. **If you are going to be late or are unwell contact the school to let them know by 8.30 am.**
3. Where the *same subjects* are timetabled for the same morning or afternoon session they will be run one after the other. (Check for timings)
4. Where *different subjects* are timetabled for the same morning or afternoon session then this represents a subject clash and a separate individual timetable applies for those pupils only. (Please see attached).
5. Please write your full legal name on the examination paper (as written on your exam card) and not an abbreviation or nickname.
6. Full school uniform must be worn.
7. Any case of misconduct will be reported to the Examination Boards and candidates risk disqualification from all their examinations.
8. Candidates must stay for the full allocated time of an examination and may not leave the room during the examination.
9. Please note when textbooks are due to be returned to each department - this will normally be immediately after your last examination in that subject. A leaver's certificate will need to be completed.
10. If you have an examination before Study Leaves starts, you are only allowed the morning off-timetable before an examination in an afternoon. If your examination is in the morning, then you return to normal lessons in the afternoon.
11. Please note in addition to the JCQ rules attached, the school rules do not permit breaks for the toilet during examinations or the wearing of wrist watches in the examination room. *Water in a clear plastic bottle is now permitted, but without any label.*