



# GATEWAYS SCHOOL

## **PUBLIC EXAMINATIONS PROCEDURE**

January Mathematics Examinations 2019

1. You have a copy of your personal timetable for examinations. Both examinations start at 9.00am. You should be in school for 8.45am.
2. Upper Five should be in correct and tidy school uniform. There will be no study leave for the examination on Monday 7<sup>th</sup> January. Study leave will be permitted on Monday 14<sup>th</sup> January provided permission for absence is received in writing by Friday 11<sup>th</sup> January.
3. Please line up outside the designated examination room 10 minutes before the examination start time and wait quietly. You must not enter an examination room before a member of staff arrives. You must be completely silent in the examination room. At the end of an examination you can leave when you have been given permission by the invigilating staff. You cannot leave before the scheduled end of an examination. Once you have left the examination room, please remain silent until you are well away from the room; other candidates may still be doing an examination and the rest of the school may be in lessons.
4. Any attempt at communication with another candidate in the examination room has to be reported to the examination board, who may cancel that paper and all others that you take. A copy of the examination board regulations is attached to this letter. You must be familiar with these and follow them exactly. They are also on display outside the examination room and you will be reminded about them before the start of each examination.
5. If the fire alarm rings during an examination you must remain in silence at all times while evacuating the building. You will remain under supervision while being escorted outside. As examination candidates, you will line up in silence beside the benches near the cycle store at the top of the car park (the former drop-off zone), away from the rest of the school. You must not attempt to communicate with anyone else during this time. On your return to the examination room you will have the full time remaining to complete your paper and the school will apply for special consideration because of the disruption.

6. You must use black ink or ballpoint pen in all examinations (pencil can be used for diagrams). It is forbidden to use any type of correcting fluid. **You must ensure that you cross out any rough work before handing in your examination paper.** You should not eat during an examination unless it is silent (e.g. cough sweets) and chewing gum is not allowed. You may bring a bottle of water (but not fruit juice etc.) into the examination room **provided that it does not have a label on it.** No mascots are allowed. All equipment (pens, pencils etc.) should be in a see-through pencil case. Remember to bring with you all the items that you will need, as the examination boards do not permit you to borrow items from another candidate during the examination.
7. **IT IS STRICTLY FORBIDDEN TO BRING A MOBILE PHONE, SMARTWATCH, IPAD, IPOD/MP3/4 PLAYER OR ANY OTHER POTENTIAL TECHNOLOGICAL / WEB ENABLED SOURCE OF INFORMATION INTO THE EXAMINATION ROOM.**
8. If you are unwell on an examination day, you should contact school as soon as possible. If you feel ill during an examination you should tell a member of staff. If you are late for an examination, go straight to the examination room. The invigilator will allow you the full time to complete the examination, but it will be for the examination board to decide whether your paper will be accepted. The reason for lateness must be submitted to the examination board and reasons such as oversleeping or misreading of your timetable are not accepted as valid reasons for absence or lateness. Examinations will not be delayed for you.
9. If you need extra paper during an examination, put up your hand – do not call out. Make sure that you fill in your details on all additional paper. Remember not to write in the margins of answer booklets and to follow exactly any instructions given about where you must and must not write your answers.
10. After the end of your examination, please sign out before leaving school. If you wish to remain in school to study, please go to the library.
11. **Results will be available for collection from the school office on Thursday 7<sup>th</sup> March 2019, from 8:30am.**

Everyone at Gateways wishes you good luck and every success in all your public examinations.

Mrs N J Kelly  
Public Examinations Officer