



## YEAR 9 TIMETABLE MARCH 2016 FOR PUPILS AND PARENTS

As of January 2016 the Department for Education made changes to the way schools can administer their exams.

The two most important changes that the pupils will notice are

- No member of staff who has been involved in teaching or supporting the subject being examined may be in the exam room with the candidates
- Pupils may only take their exam under separate invigilation within the centre where there is an established academic difficulty i.e. a statement of specific educational need, or specific medical condition supported by a written statement from a Doctor

It is essential that all our pupils are made aware of what they can and cannot ask in an examination, through our good practice in all internal school tests and mock exam, not just the actual GCSE's

### REMINDER

### For each exam session PUPILS MUST

- Register in **tutor room in the morning**, then go to the exam hall
- Being **prompt** to the start of every exam
- Know your seat number, by **checking in your tutor room** for the details not leaving it till you get to the exam room door
- **HAVE NO MOBILE PHONES or iWATCHES WITH THEM AT THEIR DESKS**  
( If left in bags they **MUST** be switched off!)
- Remove your shoes, **BEFORE** entering the Exam Room
- **NOT** turn round , **NOT** speak and **NOT** cause a distraction in any way
- Have a clear pencil case/box with at least **2 pens, pencil, ruler, rubber FOR EVERY EXAM** many pupils also find highlighter pens useful
- Have a **CALCULATOR** for Maths Calculator paper and Science papers , many pupils also find highlighter pens useful
- In the case of a known absence, arrange with the appropriate HOD to arrange to catch up, **AND MAKE MRS WILDING AWARE.**