

Examination Timetable Information

Please check all the information on your timetable and report to the Examinations Officer if:

- Your personal details are incorrect
- You expect to take exams but they are not listed
- You have exams listed that you should not be taking
- Your exams exceed 6 hours in one day

If you are not able to attend your exams please notify the Exams Officer. If you are ill, you will be required to produce a medical certificate. If you are absent for any other extenuating circumstances you will be required to produce a letter from your parent/guardian.

If you miss an exam and cannot produce a medical certificate or letter from your parent/guardian you will be charged **£40.00** for each missed exam.

- You must bring photo ID to every exam and display it on your desk
- You must have all the necessary equipment: black pens, pencils, calculators if allowed. These items must be in a clear pencil case or plastic bag. If you forget your calculator you can buy a basic one from reception for £2.50. You can also buy a pack of Maths equipment for £5.00 which does include a calculator.

ONLY BLACK PENS ARE TO BE USED UNLESS OTHERWISE STATED ON YOUR EXAM PAPER.

- Please arrive at least 15 minutes before the start of an exam.
- Read the notices 'WARNING TO CANDIDATES' and 'EVACUATION OF ROOMS DURING EXAMS' posted on the exams notice board and in the exam rooms.
- You must not take **MOBILE PHONES** and any other unauthorised electronic devices into the exam room. If you are found with these items you will be subject to penalty and possible disqualification. Bilborough College does not take responsibility for the loss of mobile phones and other personal items.
- You must not bring food or drink into the exam room, unless for medical reasons and permission has been granted by the Exams Officer. Water in a clear bottle without a label will be allowed into the exam room.
- If you need to go to the toilet you will be supervised at all times, no extra time is given. You should therefore go to the toilet before the start of the exam.
- Smoking breaks are not permitted at any time whilst under exam supervision due to Health and Safety considerations of our invigilators.

Please note that if you lose your timetable you can print your own copy from the student portal

GOOD LUCK WITH YOUR EXAMS