



EXAMINATIONS GUIDANCE NOTES FOR PARENTS (Years 7-11) (External examinations)

This copy of the timetable is provided for parental information; candidates have their own copies of the timetable. Parents/students can find general examinations information on the school's website.

- The Contingency Day is set down for 26 June 2019 and candidates should be available on all dates up to and including the Contingency Day in case any exams need to be rescheduled.
- Candidates will be provided with an individual rooming/seating timetable (landscape view sheet) prior to the start of any external examination series. (On receipt of the rooming/seating timetable, candidates should destroy any early reference timetable (portrait view sheet) as this may not show the correct entries.)
- For morning examinations candidates must be outside the examination room **by** 8.40am. For afternoon examinations candidates must be outside the examination room **by** 1.10pm.
- During the summer external examination series, candidates should wait outside by the entry doors closest to Sports Hall 2 or outside the relevant venue if the exam is not in the main sports hall. SFL candidates should go to the Phase 4 seating area at 8.40am for morning examinations and 1.10pm for afternoon examinations.
- Candidates must wear full school uniform, including black shoes, to all examinations. After the half term break in the summer term, students may wear either the standard school uniform or the summer uniform – white polo shirt, black trousers or skirt and blazer. The normal uniform rules relate to the wearing of jewellery during examinations. Candidates must not wear sweatbands during examinations. The school reserves the right to refuse entry to an examination to a candidate who is not appropriately dressed.
- Candidates must not take into the exam room: notes; potential technological/web enabled sources of information such as an iPod, a mobile phone, an MP3/4 player or similar device, a smartwatch or wrist watch which has a data storage device. Ideally, candidates will leave prohibited items at home; however, if they must bring a prohibited item into school on an examination day, they should make arrangements for the storage of such item/s either in their locker, with a brother/sister, or make some other arrangement for the storage of such prohibited items during the examination. If they cannot do this they must hand in prohibited item/s to an invigilator before the examination starts. Prohibited items that have been handed in will be removed from the examination venue and may be reclaimed at the end of the examination. Mobile phones must not be stored in bags at the back of the examination room even if they have been switched off and/or the battery has been removed. Candidates should ensure that their pockets are empty of any items other than stationery. Watches must be placed on desks; smartwatches must be handed in.
- Candidates may bring **water** into the examination room in a clear bottle with the label removed. No other types of drinks or snacks are permitted in the examination venue (unless required for medical reasons).
- If a candidate is unwell at the time of the examination and cannot attend the examination, please provide the Examinations Officer with a doctor's letter/note indicating the reason for the absence. Parents/guardians should be aware that they will be charged the entry fee for any examination that their child misses unless the absence can be supported by a doctor's letter/note.
- Please see the "Results dates" document on the school's website to find out the relevant results date/s for the current academic year.
- **Year 11 students only** - there will be a resource return session prior to the finish of the academic year; further details about this event will be provided to students.
- Certificates for qualifications completed during the course of the academic year will be available in late November/early December of the year the examination/s were taken. Candidates who are still at SBE will be notified when certificates are ready for collection; candidates who have left SBE will receive a letter advising them that certificates are ready for collection. It is important that candidates provide updated address details if they move home.