

Wood Green School – Centre No 62247

Internal and Public Examinations

Rules and Regulations

1. All candidates must be at school at least 15 minutes prior to the start of the exam. If you arrive late for an exam, you may not be allowed to enter.
2. Once inside the exam venue candidates must not talk to or attract the attention of any other candidate. Candidates must always face the front.
3. Candidates must sit in the seat that has been allocated to them. Swapping seats with another candidate is not allowed.
4. Candidates may only have the following with them at their desk: a transparent pencil case/sandwich bag, pencil, pens (black ink only and no gel pens are allowed), rubber, ruler, geometrical instruments if required. An “Exam Pack” is available to purchase from Resources that contains everything you may need to sit your exams (excluding a calculator) for about £3. Candidates may also have a bottle of water at their desk – a plain, clear bottle with no label and with a sports-style top.
5. Calculators may be taken into an exam unless otherwise specified. Please ensure there is no back casing. Calculators with facilities for use as dictionaries, language translators, data manipulation or external communication may not be used.
6. Highlighter pens may only be used for highlighting text on the question paper, they must not be used on answer papers/booklets. No corrective fluid/pens are allowed.
7. Mobile phones/MP3/iPod/Smart Watches/Any electronic device **MUST BE TURNED OFF AND LEFT IN YOUR BAG** prior to the exam, or alternatively left at home. **Should you forget and your phone rings during the exam, or is found on your person, you will be disqualified from the exam.**
8. All wrist watches must be handed to an invigilator at the start of the exam; failure to do so is considered malpractice.
9. Candidates may not leave the examination room without the permission of an invigilator and must stay seated until instructed to leave at the end of the examination.
10. If a candidate is unwell and unable to attend an examination, please contact school by 8.30am. Please report your absence via the “Attendance tab” on InSight. If you are unable to log in to InSight, please email us on attendance@wgsnitney.org.uk or telephone us on 01993 702355.
11. Any candidate who becomes involved in any dishonest practice during an exam will be disqualified from that exam, and potentially all subsequent exams.

Exams Manager