

Exams 2012-13

(Fuller description available on the web site www.chestertoncc.net in the Exams section.)

Absence: You must attend all your exams. You have been given a timetable. Please come to the Exams Office if you do not have a timetable.

Pupil absence: call 01223 712648 or 0845 0920376 or e-mail attendance@chesterton.cambs.sch.uk

Behaviour in the Exam Room: You must be silent in the exam room and follow the Exam Boards rules and regulations outlined overleaf. Please sit at the desk with your name label. You are not allowed to leave unescorted until the end of the exam. If you need assistance, please raise your hand clearly and wait for an invigilator to come to you.

Calculators: Calculators may be used in most exams - your subject teacher will tell you if they are prohibited. For complete rules about calculators, please see the web site: www.chestertoncc.net in the Exams section. **You must bring your own calculator - you may not use the calculator functions of mobile phones nor borrow a calculator from another candidate.**

Cheating: Any candidate caught cheating in exams will be reported to the Exam Boards. This may lead to candidates being disqualified from the exams.

End of the Exam: You may not take any exam materials (question papers, etc.) from any exam room. Leave the exam silently and remember other people may still be working.

Equipment: You must provide all your own equipment - borrowing from other candidates is **not** allowed. If you use a **pencil case**, it must be of clear, see-through plastic. Use **black ink or ballpoint pen**. For diagrams, use an **HB pencil** and a **ruler**.

Mobile Phones: Mobile telephones, pagers, other electronic means of communication or electronic organisers are **not** allowed in any exam.

If a **mobile telephone, pager or other electronic communication device** is found in your possession in an exam – **even if it is turned off** – it will be taken from you and a report made to the Exam Boards. Please do not risk disqualification - leave your mobile phone at home or place it in your bag and leave it in the Bags Hut.

Place: Exams will take place mostly in the Farnsworth Hall, the old gym or the Cadet Hut (with other variations possible).

What Is Not Allowed:

- **Bags:** Before each exam, please take your bag and other personal belongings to the Bags Hut. It will be securely locked during the exams. Any money or valuables (e.g. mobile telephones, iPods) which you bring to school **is done entirely at your own risk.** Please do not bring valuables with you.
- **Notes**
- **Dictionaries** (unless you have special arrangements)
- **Books** (unless set texts for English exams) or other printed material
- **Calculator cases**
- **Mobile phones**
- **Electronic Devices** (iPods etc.)
- **Correcting fluids** (Tippex etc.)