

CONDUCT

- You must understand the rules of the exam room; if you try to break the rules or cheat in any way, you could be disqualified from all your subjects.
- Make sure you wear comfortable clothing for the exam - no hoods up or caps.
- You must ensure you do not have any writing or diagrams on your arms or hands on entering the exam room. You must not draw or write on your hands/ arms during the exam.
- You should enter the room under exam conditions and maintain this until all exam scripts have been collected in and you're given permission to leave.
- Follow the instructions of the invigilator during the exam.
Only write on the front of the exam paper when told to do so.
Put your hand up during the exam if you need assistance.
- Your personal belongings will be stored in The Hub or the TA's office. Your mobile phone/watch/earphones etc should not be in your pocket.
Hand it in to the invigilator before the exam starts if you need to.

Good Luck!

RESULTS DAY

Remember that results will be available
to collect on:

Thursday 22nd August 2024

When: 9am - 10 am

At: Willow Bank Reception

Willow Bank School
Simmins Crescent
Leicester
LE2 9AH

0116 2298137



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Willow Bank School

'Better Together'

Information for Students



Summer Exams 2024

EXAMS PACK

IMPORTANT REMINDERS

Your exam pack contains lots of information to help you prepare for the summer exams. Make sure you have read through everything carefully and understand the information.

Keep your exam timetable somewhere safe.



There are 'Instructions to Candidates' information sheets which remind you of important rules and procedures for the exams. You **must** read through them. Ask your tutor if you are unsure about anything to do with your exams.

You can also find all this information on the school website.

Contingency Day - 26th June 2024
You should ensure that you are available up until 26th June, or until you have completed your last exam.

TIMINGS

- Main exam season: **7th May - 19th June 2023**.
- Morning exams usually begin at **9.20 am** and afternoon exams usually at **1.20pm**. Some exams may start at an earlier time, so it is important to check your timetable.

TRANSPORT

- If you have transport to school, then this will be reorganised around your exam timetable.

PUNCTUALITY

- It is **very** important that you are on time to exams. Aim to arrive 10 minutes before the start time.
- Arrival after 10am (for morning exams) or 2.30pm (for afternoon exams) will need to be reported to the exam board and may lead to disqualification from the paper.

ILLNESS / ABSENCE

- If you are unwell during the exam, let an invigilator know. The invigilator will decide the most appropriate course of action. If appropriate, an application for Special Consideration can be made. A medical certificate may be required for this.
- If you are unwell and unable to attend and exam, you may be eligible for special consideration. Medical evidence of the temporary illness or injury at the time of the exam will usually be required in order to process special consideration.

EQUIPMENT

- Pencil cases brought into the exam room must be see through. You should bring: black pens, pencils, a ruler, a rubber, a compass, a protractor and a calculator (where allowed).
- There are pencil cases of equipment which can be borrowed from Willow Bank to use in each exam.
- You can bring a bottle of water into the exam - it should be a transparent plastic bottle (with the label removed if necessary).



UNAUTHORISED MATERIALS

- You **cannot** bring into the exam room any of the following:
 - **Revision notes**
 - **Electronic devices, including iPads, iPods, mobile phones, MP3/4 players, smartwatches, or any device that is web enabled.**
 - **A watch**
 - **Earphones / buds, AirPods**
- It is **VERY** important that you do not have your mobile phone in the exam room.
- Only write in black pen. You can use coloured pencils or inks for maps, diagrams etc, if the exam paper allows.