



Exam Information Sheet January 2021

Timings

Oasis Academy Lister Park sends out a statement of entry to all students before their exams. This tells students the dates and times of their exams. Morning exams normally start at 8:45am and afternoon exams start at 1:00pm. Students should arrive at least ten minutes before the exam.

Mobile Phones, iPODS, MP3/4 Players

If any mobile phones, iPODS, MP3/4 players and smartwatches are brought into the exam room, they must be placed in the plastic wallet provided on the desks. These are collected by a member of staff before the exam begins. These items are returned to the students after the exam finishes and the exam papers have been collected.

There is no excuse for having these items in the exam room, and students should be aware that by having them, even if they are switched off and they do not intend to use them, the exam board will be notified and they may be disqualified from the examination.

Analogue Wrist Watch

If you are wearing an analogue wrist watch you must remove it and place it in the plastic wallet. Under exceptional circumstances, permission can be given for these watches to be placed on the desk.

Exam Conditions

An examination is treated as 'in progress' from the time you enter the exam room until you leave the exam room. This means you must not communicate with or distract other candidates in any way until you have left the exam room. If you are found to break exam conditions, then you may be disqualified.

Equipment

Due to COVID-19 students are to bring their own equipment:

- Black pen
- Pencil
- Ruler
- Rubber
- Pencil Sharpener
- Calculator

Water bottles

You are allowed to bring a drink of water into the exam, but this should be a clear liquid contained in a clear plastic bottle with the label removed. Anything other than this will not be allowed.

Toilet

Students must go to the toilet before they arrive at the exam room. If a student is suffering from a short term illness affecting toilet breaks they will need to provide a doctor's note. Please note if a

student has an existing medical condition that the school is aware of, the exams team will have already been made aware of this. Exam boards require a record of students who leave or enter the exam hall.

Malpractice

Exams staff must report all cases of suspected malpractice. If the exam board agrees that a student is guilty of misbehaviour or dishonesty, their results are likely to be cancelled. For involvement in serious offences, students may also be disqualified from some or all other exams.

Below are some of the main dos and don'ts that need to be followed in order to avoid being reported to the exam board. Copies of these rules are on display inside and outside every exam room. There is no excuse for any student breaking these rules.

Do

- Leave unauthorised items at home or hand them in
- Know all the dates and times of your exams
- Arrive ten minutes before the exam
- Wear correct uniform
- Listen carefully to the exams team and invigilators at all times

Don't

- Talk to or distract any other students in the exam room as this can be seen as cheating
- Have any writing on your arms, sleeves or anywhere else

Arriving Late

If you arrive late you **may** be allowed to sit your exam, although the exam board can refuse to accept your paper for marking. A full explanation will need to be provided and the exam board will be notified of all late arrivals.

Missing Exams

If you fail to attend your exam and do not have a good reason and evidence (e.g. doctor's note) then you will be charged the full cost of the exam.

Bad Weather and School Closures

In the event of bad weather, the Principal and exams team will still get to school and administer the exams, **even if the school is closed**. Students should get to school so that they do not miss their exams. The exam will still take place and students will not get the chance to sit it at another time. If in doubt, you should contact the school on the number listed below.

Compulsory Exam Notices

On the next few pages, you will see the official exam notices as provided by the exam boards. Please ensure you take the time to read through these, as they provide a detailed list of the exam regulations.

COVID-19 Precautions

On the day of your exam, if you are feeling any of the following symptoms:

- A new continuous cough
- A high temperature
- A loss of, or change in, your normal sense of taste or smell (anosmia)

Please do not come in to school but contact the school office letting the school know and then follow the government guidelines. If you are then tested positive for Covid-19 please ensure you keep the evidence so that if required Special Consideration may be applied for.

When in the school building please ensure you are wearing a face covering especially when in communal areas and not in a classroom. You may if you wish, remove your face covering once you have sat down at your exam desk. Hand sanitiser will be available in each exam room should you require to use it.

Outside the exam hall there will be a seating plan with your seat number please ensure that you sit where you have been allocated.

*****PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE*****

Oasis Academy Lister Park contact details:

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Exams Office contact

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