



What to expect during examinations



You will be expected to be in school on time, in correct uniform. Lateness to the exam may mean that you are unable to enter the venue and sit the paper. If you are unwell, a parent or carer must let the school know as soon as possible in the morning of the exam.



The main venues for most external exams are the Sports Hall, Neuadd Celyn and the Learning Hub. In the summer, you will be given an examination timetable which sets out the time and date for each exam, the venue and your seat number. Some students with access arrangements may be seated in the one of the rooms in the Conference Area.



You must come prepared with the correct equipment for the paper you are sitting. Pencil cases must be see-through and only clear water (not coloured) bottles with labels removed are permitted. Papers are to be completed in black pen. You should have two pens (in case one runs out), a pencil and eraser. For some subjects you may need a calculator or other mathematical equipment. You must bring these with you. Calculators cases must be removed.



Watches and electronic devices are not allowed. You must not bring mobile phones, music players, air pods or any watches into the venue. There is an opportunity to switch off and surrender mobile phones in some venues, before the exam starts. These can be collected from the invigilators at the end of the exam. If at any point during the exam, you are found with an electronic device, there will be a penalty which could include disqualification. A clock will be visible from all parts of every exam venue so wearing a watch will not be necessary.



Bags and coats are kept separately. In the sports hall, you will be directed to leave coats and bags in the changing rooms where you will be expected to be quiet and to get yourself ready quickly to enter the venue. When the exam ends, you will be dismissed in an orderly manner and must remain quiet when collecting your belongings and until you are outside and away from the venue.



The rows will be clearly marked so that you can find your seat easily and you must sit in your allocated seat. Once you enter the exam hall and take your seat, you must sit silently. You must not attempt to talk to or make contact with other candidate; this includes asking them for equipment. Doing so will result in penalty and possible disqualification.



Invigilators are the employed to conduct the exams in a number of venues around the school. You are expected to be respectful to invigilating staff and to listen to their instructions. Invigilators are responsible for giving papers out and collecting them in as well as monitoring during the duration of the exam. At the start, they will give instructions including the time that the exam will finish. At the end of the exam, you must wait until given further instruction. During the exam, the invigilator cannot help you to understand the questions in a paper. They will simply instruct you to read the questions/instructions again.



Please ensure that you have been to the toilet prior to the start of the exam. Toilet trips are disruptive to the exam so must be avoided. If you urgently need the toilet, you must will be escorted by an invigilator and the time lost will not be given back to you. To attract the attention of an invigilator, you should put up your hand and wait. You must whisper quietly to ask to go to the toilet and must leave as quietly as possible to not disturb others.



The highest standards of behaviour are required from all candidates, both in and out of the examination rooms. You must not write inappropriate, obscene or offensive material on exam papers or answer booklets. You must not write on desks, or any part of your body such as hands and legs. To do so constitutes malpractice and you could be disqualified from all your exams. There must be no written material in your pencil case, equipment or water bottles.