

Rules and Regulations

The following rules are laid down by the Joint Council for Qualifications.

We follow these rules from yr7 to ensure you are familiar with all relevant regulations by the time you sit your GCSE exams in yr11.

- After registering, all students should queue quietly at the rear doors of the hall or outside room 2. There may be occasions between exams when you will have some time for silent reading or revision, so please pack **only** those books you may need into the smallest bag possible, as you will need to place this under your chair or desk in the exams hall. These books must remain there until your exam papers have been collected in and the invigilator has told you that you may read or revise. You **must** sit in silence until the invigilator says you may leave the room/hall. You will be dismissed one row at a time to avoid congestion.
- Check the attached seat plan so that you are familiar with where you will be sitting for all of your exams.
- You may take a drink of water or squash into the exams hall, but this must be in a clear plastic bottle with a drinking spout, and the label must be removed. You are not allowed cans, cartons, or bottles that could spill over your exam papers.
- Exams for some subjects will take place during your timetabled lessons. You must remember that these should be treated as seriously as you treat all of your other written exams that are taking place on the timetabled days.
- We do not generally lend equipment, so remember to take in to each exam all necessary instruments, i.e. pens, pencils, **30cm ruler**, protractor, compass, calculator etc in either a **see-through pencil case or a clear plastic bag**. Exam board rules state that you should use only **black ink or black biros in exams** (no blue ink or gel pens) so we like you to get into that habit now with all your exams. You must not use corrector pens/fluid in *any* exam. Be sure to read the attached 'Standard Equipment for Exams' that can also be found on the school website.
- If you bring a mobile phone into school it **must be switched off** and locked away in your locker, or handed in to the school office in your personal valuables bag or named envelope. Under no circumstances should a mobile 'phone ever be taken into any exam room at any time by an examination candidate. This rule also applies to iPods and MP3/MP4 Players. Please ensure you are not wearing a watch that has a data storage device.
- When not in exams, all students must move quietly around the school so as not to disturb other lessons.
- If you are too ill to come in to school on any of the exam days, parents/carers should call the school office on 020 8642 3821 to advise us of your absence. You should then talk to your subject teacher or Head of Subject on your return, to discuss any arrangements they may wish to make to enable you to catch up on missed exams. Please do not book dental or medical appointments during the run of the exams.
- If there is anything you do not understand regarding this timetable, ask your form tutor to explain it to you or come to see us in the Exams Office. If parents have any queries, please call on our direct line, 020 8661 4534, or email: exams@suttongrammar.sutton.sch.uk

We wish you all the very best of luck,

Mrs J Pelling
Mrs J Berridge
Examination Officers