



TOOTHILL SCHOOL

A MEMBER OF THE TORCH ACADEMY GATEWAY TRUST



Exam Information

Exam Timetables and Conduct

Examinations have very strict rules. If they are not followed, in a worst-case scenario, a student can be disqualified. The exam timetable with venue information will be situated in the main reception, so it is important to keep your eye on them and know when your exams are.

Toot Hill Examination Expectations

- Morning exams begin at 8.25am for a warm-up session. Afternoon exams begin at 1.25pm
- Know when and where your exams are going to take place
- Arrive at least 10 minutes before the start of your exam
- Do not be late! If you are late you may not be allowed to sit your exam
- Do not communicate with any student while you are in the exam room. If you do, you may be disqualified. This applies as soon as you enter the room until the moment you leave
- No mobile phones, iPods, Apple Watches or notes are allowed. Phones should be left at home, or switched off in your bag
- Pencil cases must be transparent
- Water bottles must not have a label on
- If you are allowed to use a calculator in your exam, make sure the batteries are working and the case has no formulas on it
- Listen and follow instructions carefully
- You will not be allowed to go to the toilet during an exam
- Under no circumstances will anyone be allowed to finish an exam early

Before the Exam: Top Tips

- Know your exam timetable
- Know when and where you need to be each day and plan to get there early
- Make sure you have everything you need: 2 x black pens, pencil, pencil sharpener etc.
- Go to the toilet before the exam begins
- If an exam finishes after the school buses leave, it is your responsibility to arrange transport home after the exam
- Check all of your pockets for any banned items.

If you are ill:

Phone the school – let the receptionist know that you are ill and ask to speak to your Head of Year. If they are not available, we will phone back to sort further arrangements.

If you are late:

Call reception and ask them to inform the exams office of your lateness.