

The information in this leaflet is very important. Please read it carefully and if you have any questions at all about your upcoming exams, contact [TLAExams@tla.rklt.co.uk](mailto:TLAExams@tla.rklt.co.uk) and we will be happy to help.



Is your name and date of birth correct on your exam timetable?  
If not, let us know **today**



No mobile phones



No watches, including smartwatches



No iPods or MP3/4 players

Mobile phones, watches, iPods and MP3/4 players are **not** allowed in the exam room. Please leave them at home or in your locker. If you are found with any of these items in an exam, you may be disqualified.

## EXAM IN PROGRESS

An exam 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.

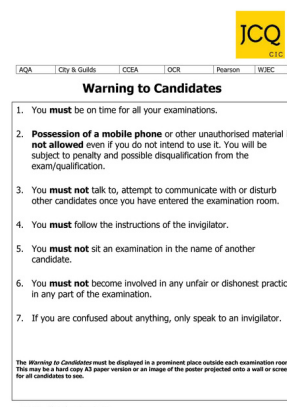
If the fire alarm sounds, exam conditions will continue throughout the evacuation. If you are found to break exam conditions, we are required to report this to the exam board and you may be disqualified.



## 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.

Students can find copies of the rules outside every exam room on the posters shown here. There is no excuse for any student breaking these rules.



# WHAT TO EXPECT

You will find that most of your exams, if not all, will start in the same way.

- You will arrive into school, go directly to the dining room to get registered, relax and complete your last minute revision
- Subject teachers will give you a last minute briefing with top tips before you enter the exam hall
- Ten minutes before the start time, we will move you into the exam hall
- Check your seat number on the seating list which will always be displayed outside the room
- When you enter the exam room, walk quietly to your seat and do not communicate with any other candidates. If you have a question, raise your hand and an invigilator will come to you
- The Exams Officer will read the announcement at the start of each exam. They will then read through the instructions on your exam paper and give you time to fill in your name and centre details before starting the exam
- Your exam will formally begin and you must follow the exam conditions until you have left the room

## Drinks

You are allowed to bring a drink of water into the exam. This should be a clear liquid contained in a clear plastic bottle with the label removed.

No other drinks are permitted.



## Late Arrivals

If you arrive late to an exam you may still be allowed to sit your exam, but we must make the exam board aware of students who have arrived late.

Please be aware that the exam board may not accept your exam paper for marking.

If you are running late, ask your parent or carer to call **0113 264 5456** and select **option 1** to let our attendance team know.

## Illness

If you are ill on the day of your exam, your parent or carer must contact the school immediately. We ask that you provide some form of medical evidence (eg. Doctors note, evidence of appointment, photograph of dated medication). Families are responsible for providing this – school will not follow up evidence that has not been provided. Families who have notified us that their child will miss an exam due to illness will receive a text message later that day to provide instructions on how to gather and provide medical evidence.

If you feel unwell during the exam, tell an invigilator. The exam board will be made aware if you feel your performance has been affected by illness, injury or some other event outside of your control and take this into consideration when marking.



**We are always here to help, so if you have any questions at all, please contact [TLAExams@tla.rklt.co.uk](mailto:TLAExams@tla.rklt.co.uk)**