

The information in this leaflet is very important. Please read it carefully and if you have any questions at all, contact TLAExams@tla.rklt.co.uk

Exam Timings

Here are our exam timings. Booster sessions will take place in the diner before the start of each exam.

Morning exams: 8:50am

Afternoon exams: TBC

On days with afternoon exams, students will have an early lunch.



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.

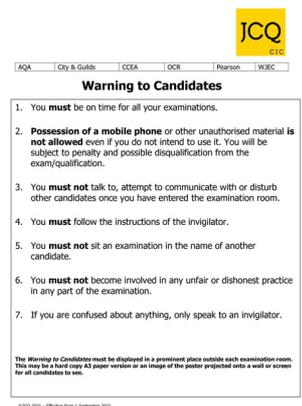
If you are found to break exam conditions, then you may be disqualified.



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 diner 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 candidate number 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

Should you be unwell on the day and are unable to take the exam, your parent or carer **must** contact the school immediately. You **must** have a doctor's letter giving details of the illness that explain why you were not well enough to take the exam. If the exam board does not have enough evidence of your subject knowledge to provide a grade, you may need to resit the exam in a later series.

If you feel unwell during the exam, tell the invigilator who will inform the Exams Officer. 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.

If you fail to attend an exam you will be charged the entry fee, unless you provide a doctor's letter.



We are always here to help, so if you have any questions at all, please contact TlAExams@tla.rklt.co.uk