

# EXAMINATIONS 2016

## Guidance for Students and Parents in summary

### Before the exams

### Personal Details



- Name: .....  
(Insert as you will use on exam paper)
- Centre Number: 74061
- Candidate Number: .....  
(Insert above. Learn your own candidate number.)

### Timetable

All exams at King Richard's School will begin at: Morning: 10.30 -  
Afternoon: 15.00

- Know your exam timetable.
- Check there are no clashes.
- Ensure you know where your exams are:  
(Exam Room)

### Ensure you have the correct equipment – see 'Information for Candidates'

#### REGULATIONS:

See  
'Information for Candidates'  
Read it carefully.

Any breach of examination rules or regulations  
could lead to disqualification  
from all subjects.

### Arrive 15 minutes before the exam starts

## During the exams

- Have all necessary equipment with you in a transparent pencil case or clear plastic bag.
- Use a BLACK pen.
- No erasers or correction pens allowed.



## Calculators, when allowed, must



- Conform to regulations
- Have new batteries
- Have cover removed

Do not attempt to distract or communicate with other students.



## Mobile phones



- Are NOT allowed, even if switched off.

- No food in exam, unless for a medical reason.
- Water is allowed as long as label is removed from bottle.

Graffiti – drawing or writing offensive comments on papers may result in paper being refused.

Writing on desks is considered vandalism and you will be asked to pay for damage.

### You must:

- Listen carefully to all instructions.
- Check you have the correct paper – subject & tier.



### Finishing early

If you finish early you must stay in the examination room. Do not ask Invigilator if you can leave.

#### Use this time to:

- Check your answers.
- Ensure you've completed your details correctly.

### The end of the exam

- Stop working when told to do so.
- Hand in ALL work – exam papers, booklets and rough work.
- Remain silent until told to leave.

### Summer 2015 Results Available On

GCE: 18<sup>th</sup> August 2016

GCSE: 25<sup>th</sup> August 2016

Any Problems?

See or email Niki (Exam Officer) at:  
nrose@kingrichardschoolcyprus.com  
Tel: 00357 2474 8343

**THIS DOCUMENT IS A SUMMARY ONLY.**

See complete document: 'EXAMINATIONS 2016 Guidance for students and parents'  
for full information and frequently asked questions on King Richard School Website:

[www.kingrichardschoolcyprus.com](http://www.kingrichardschoolcyprus.com)