

EXAMINATIONS GUIDANCE

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: **11:00** - Afternoon: **15.30**

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

REGULATIONS:

See
'Information for Candidates'
Read it carefully.

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

Arrive 10 minutes before the exam starts

During the exams

- You MUST have necessary equipment with you in a transparent pencil case or clear plastic bag.
- Use a BLACK pen.(Not Gel Pens)
- No Liquid erasers or correction pens allowed.
- Water in a clear bottle only.
- Rubber, pencils, pencil sharpener, protractors, compass, ruler, highlighters.



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 watches are allowed in the room.
- 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 or equipment is considered vandalism and you will be asked to pay for damage. With equipment, if this is drawn on or damaged you will not be supplied with any on the desk in future

You must:



- Listen carefully to all instructions.
- Check you have the correct paper – Subject & Tier.
- Only answer the questions that the front of the Paper advises you too.

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.

Any Problems?

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

THIS DOCUMENT IS A SUMMARY ONLY.