

CIE INSTRUCTIONS TO STUDENTS



Prior to the exam

1. You have been given a hard copy as well as of your **statement of entry (SoE)**. If you lose your hard copy, **please print out a new one** from the email or see Mrs Kennedy.
2. Check your SoE is correct, i.e. that your full legal name as well all other personal details and exams are correctly recorded. If there are any issues you must see Mr Robson immediately.
3. Check the [College Timetable](#) so you know when and where all your exams are. Remember that **PM Science Practicals** may have sittings starting at noon rather than 1.30pm.
4. **Full Centre Supervision (or quarantine)** is a period of time before, after or between exams. If you have a clash, you will receive a notice of these arrangements later this term from **Mrs Ahuja**. You can study and eat in there but must **not bring in any phones, computers or other electronic devices**. You must not communicate with anyone who might have already sat that exam. Trips to bathroom will be escorted. If these guidelines are not followed, you might not be able to sit your exam or you may be disqualified.
5. If you have been given **computer use or extra time** then report to room **AR18**. If you have a **reader/writer** then go to the upstairs of the **Centennial Centre**. If you are unsure please clarify **BEFORE** your exam day with the Learning support team.
6. You are required to be in **full school uniform** for all exams irrespective of whether it is during the holidays or on a Saturday.
7. You must be on time for all your examinations as well as any full center supervision. The meet time is **30mins prior to the start** of each exam, i.e. 8.30am for a 9.00am start; 1.00pm for a 1.30pm start.

In the exam room

1. You must **bring your SoE and a photo ID** to all exams. You must not sit an examination in the name of another candidate.
2. You must bring all **equipment** you need to the examination (e.g. blue/black pens, pencils, erasers and rulers) in a **clear bag**. Only **transparent water bottles** with no logo are allowed. The invigilators cannot supply you equipment nor are you permitted to borrow equipment from other students during the exams.
3. For CIE (apart from in Further Mathematics) you may only use a **non-graphic calculator** if permitted by the exam paper. If you are unsure, ask your Math's teacher or further information can be found [here](#).
4. **DO NOT BRING- watches, food, phones, computers, lpads, notes, graphic calculators, mobile phones, calculator cover or glass cases** in to the examination. These should be left at your Houses. Having any unauthorised material in the examination is breaking the rules, even if you do not intend to use it. If you have any **unauthorised material, you may be disqualified**.
5. You must not become involved in any unfair or dishonest practice before, during or after the examination. You must **not talk to, attempt to communicate (verbal or non-verbal)** with or disturb other candidates once you have entered the examination room.
6. If you have **any questions then please raise your hand and speak to the invigilator**. The invigilator cannot however answer a question that relates to the content of the exam paper. You must follow the instructions of the invigilator.
7. Please go to the toilet **BEFORE** the exam starts. Should you wish to **go to the toilet raise your hand** and let the invigilator know. You will be escorted to the toilet one at a time and may not confer with any other students.

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8. You must leave the question paper, your answer book or answer paper, rough work and any other (used or unused) materials in the exam room.
9. If you are **late, sick on the day or not attending** the exam for any other reason then you must notify Mr Robson by email.
10. You **may not leave an exam early**. Sit quietly and check your work.

Post exam

1. If you have **missed an exam** it may be possible to apply for [Special Consideration](#). Details are included on the College website.
2. To **access your results** you will need to log on to the Cambridge results website. **Your ID and password details will be email to your school email** later this term. Please ensure you record these details as in January the school will be closed for summer vacation.
3. Should you wish to get a copy of your exams or for your **marks to be reviewed**, then you can at the start of **Term 1 via Mr Robson**. Further information and costs can be found [here](#).