**IMPORTANT INFORMATION REGARDING EXAMINATIONS**

**AT ST JOSEPH’S COLLEGE**

**Examination start times**

**Morning examinations start at 8.40 AM and afternoon examinations start at 1.30 PM** Students should arrive at least 15 minutes before the start of their examinations. Please note that afternoon examinations may finish later than the normal school finish time of 2.35 pm, and in such cases, students who are normally provided with home to school transport will have to make their own way home.

**Behaviour**

Standards of behaviour during all examinations must be exemplary. No communication of any kind is permitted between candidates once they enter an exam venue.

**Absence**

Any candidate who is absent from an examination without a valid reason, which he or she is due to take, will be liable for the cost. Justifiable absence must be explained by a parental note without delay. In cases of illness, any student who wishes this to be taken into account by the Exam Board, should submit a doctor’s note (if possible) to enable the Exams Office to apply for a Special Consideration.

**Electronic devices**

Mobile phones, iPods, MP3/4 players or any other technological/web enabled sources of information must not be taken into the examination room. Students found to have any of these on their person in any examination must be reported to the Examination Board, who reserve the right to declare the candidate’s result void.

**Uniform**

Subject to the conditions, students will be allowed to wear non-uniform clothing (i.e. mufti) during their examinations. The purpose of this concession is to support students in their quest to achieve the best possible results by allowing them to wear more comfortable clothing during this stressful period. There will be no relaxation of our current rules regarding hair (both colour and style) or jewellery (one small stud per ear only) since a change to these rules is unlikely to enhance examination performance. Clothing should be sensible, comfortable, decent and appropriate for an examination venue. Students have been warned that the privilege mentioned above will be withdrawn from any student who fails to wear their school uniform correctly. If you feel it is appropriate, we would welcome donations of serviceable school uniform, especially larger sizes, to add to our stock. Such items can be placed in a plastic bag and handed in to Heads of Year or Reception.

**Equipment**

Please make sure you have all the equipment you need for each examination. As a minimum, students should have two black pens, two HB pencils, a ruler, an eraser, compass/protractor and calculator for each examination. Only see through clear pencil cases are allowed on your desk during the examination. Written answers must be written in black ink. Do not use gel pens. If using a calculator, please ensure that all calculator covers are removed and left in your bag or on the floor under the exam desk.

**Food and drink**

Food is not allowed in the exam rooms. Water or squash in bottles with a spill proof cap are allowed in the exam rooms. There should be no label on the bottle and the bottle should be kept on the floor.