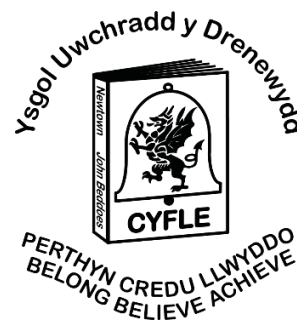


Ysgol Uwchradd y Drenewydd Newtown High School

Pennaeth / Headteacher: Mrs N Havard
Cadeirydd y Llywodraethwyr/Chair of Governors: Mr R Harper

www.newtown-hs.powys.sch.uk | office@newtown-hs.powys.sch.uk | @TheCyfle



Outside each exam room will be a copy of the regulations which have been agreed by all exam boards. This sheet gives you further guidance to help you through your exams so that you are quite clear as to what is expected of you. Make sure you read both documents carefully and if there is anything you are unsure of please ask.

Some important points:-

- Follow your personal exam timetable closely. Keep it in a safe place. If there are any queries with your timetable, please see Mrs Ottaway before exam day.
- Make sure you know your candidate number. It is shown as Exam Number on your timetable.
- Exam room schedules are put up every morning outside the Girls Gym -please check where your exam is taking place and at what time daily.
- Morning sessions begin at 09:00, and afternoon sessions at 13:00 unless otherwise indicated-please note, on occasions it may become necessary to delay morning start time to 9:30am and afternoon start time to 1:30pm.
- Aim to arrive at the exam room at least 10 minutes before the scheduled session start time. If you are late it will cause you unnecessary anxiety, and if you are very late you may not be allowed into the exam room.
- You are expected to attend exams in correct school uniform. You may not be allowed in if you are incorrectly or inappropriately dressed.
- Wait outside the exam room until you are called in. Remember to visit the toilet – you could have a long desperate wait otherwise!
- Bags and coats must be left at home or outside the exam room. We do not have the facility to lock items away. Only bring to the exam what you will need.
- Mobile phones, all types of watches and ear pods are NOT allowed in the exam room. If you do arrive with any of the above, ensure you hand over to the exams officer or invigilator who will keep safe until the exam finishes. If you are caught with any of the above in your procession once the exam has begun, it is classed as malpractice and could result in you being disqualified from the exam and receiving zero grade.
- Before you enter the room check where you are to sit according to the plan displayed outside the exam room.
- Only clear pencil cases are allowed into the exam room. Pencil tins, boxes and 'solid colour' cases are not acceptable. A clear plastic sandwich-type bag is just as good as a clear pencil case.
- Make sure you have appropriate equipment for each exam – Black pen, pencil, rubber, ruler, sharpener are essential. For certain exams e.g. Maths, Science, Geography, Design Technology, you may need to add compass, protractor, calculator, coloured pencils to your list. Check with your teacher. You will not be able to borrow any equipment during the exam.

BELONG, BELIEVE, ACHIEVE
PERTHYN, CREDU, LLWYDDO



Newtown Campus, Dolfor Road, Newtown, Powys, SY16 1JE
Ffôn/Phone: 01686 626304 | Ffacs/Fax: 01686 629956

John Beddoes Campus, Broadaxe Lane, Presteigne, Powys, LD8 2YT
Ffôn/Phone: 01544 267259 | Ffacs/Fax: 01544 267173

- As soon as you enter the room you must not communicate in any way with anyone other than the invigilator until you leave the room.
- If you become unwell during the exam raise your hand and inform an invigilator. If you have a specific medical condition, e.g. diabetes, make sure you bring the appropriate drink, snack and glucose sweets with you. Always inform Mrs Ottaway.
- You must remain in the exam room for the time allocated to the paper. You will only be allowed to leave at the discretion of the exams officer. If you have any time remaining use it wisely to check your work – you will not have another opportunity and a correction may result in a better final grade.
- If you are too ill or if there is another emergency and unable to attend your exam, you must let Mrs Ottaway know by telephone at the earliest opportunity.
- If you are entitled to Access Arrangements in your exams such as extra time, you will have been informed of these arrangements before the exam period – please see Mrs Ottaway if you have any queries/questions regarding Access Arrangements.
- Finally, plan your preparation carefully and thoroughly, including time for yourself, and most of all GOOD LUCK.

Mrs M Ottaway
Exams Officer

BELONG, BELIEVE, ACHIEVE
PERTHYN, CREDU, LLWYDDO



Newtown Campus, Dolfor Road, Newtown, Powys, SY16 1JE
Ffôn/Phone: 01686 626304 | Ffacs/Fax: 01686 629956

John Beddoes Campus, Broadaxe Lane, Presteigne, Powys, LD8 2YT
Ffôn/Phone: 01544 267259 | Ffacs/Fax: 01544 267173