

ADVICE FROM THE EXAMS OFFICE

EXAMINATIONS IN ADVERSE WEATHER CONDITIONS

Provided it is safe to do so, we will run all exams during an exam period even if the rest of the school is closed. Please continue to check the website for regular news update.

Students should leave plenty of time to arrive safely for exams, especially in the morning. Students who travel from outside the area, who rely on public transport or school buses may wish to consider staying with a friend locally the night before an exam, if the road conditions appear to be bad.

If you think you may be late for an exam, please telephone the Exams Office as soon as possible.

[Larkmead School Exams Office – 01235 544843](tel:01235544843)
[Larkmead School Office – 01235 520141](tel:01235520141)

Students who arrive late for an exam should make their way safely to the venue as soon possible and report to the lead invigilator. We will allow all papers to be taken late but the Exam Boards reserve the right to reject a paper that is very, very late. In general, the Boards will accept papers from students who arrive by 10am for a morning paper and 2.30pm for an afternoon paper. Usually, students who arrive later than these times or after an exam has finished will not be allowed to take the exam but under these exceptional circumstances, we will allow the students to take the exam provided they have been properly supervised (please see paragraph below). However, the Boards will decide if the paper can be accepted.

The Boards are very strict on maintaining the security of the exam and therefore it is very important that students are properly supervised if they are late for an exam. They must not use their mobile phone or any device that can send and receive communication from anyone. In other words, they must not communicate with 'the outside world' in any way.

If another adult person is present then the Exams Manager may nominate that person to become the supervisor. On arrival to the school, the supervisor must formally hand the student over to the lead invigilator. This will help when the school files the late report to the Exam Board.