Procedure for Online End of Year Exams

1. On the day of any given exam, students/parents will need to collect an envelope from the school reception **one hour** before the starting time. Each envelope will have the student’s name, registration number (if registered with EDEXCEL), the subject, starting and finishing times, clearly printed on the outside. This envelope **must not be opened** before the student is at his/her desk with the teacher actively instructing on the screen.
2. Inside, the envelope will have the examination paper and another envelope with the student’s details clearly displayed on the front.
3. When instructed to do so by the teacher, the student will fill in the details required on the cover page of the examination and start his/her paper.
4. When instructed by the teacher that the allocated time is up, the student will be told to put his/her exam paper inside the envelope provided and seal it: the teacher **must be shown** the sealed envelope.
5. The sealed envelope must be brought to the school reception within an hour of completion of any given exam.

**Important Note**

If you experience any problem with power cuts or lack of internet connection, you should rush to school for a solution. It is very important that, if you are faced with one of the above-mentioned events, **NOT TO OPEN THE ENVELOPE.** You must arrive at school with the envelope still sealed. If you should **lose your internet connection or electricity during the examination, you should phone me** immediately. I will record the time, in order to ascertain how long it will take you to get to school with your examination paper to complete your examination. This time will be added on to the allocated time. In this case the envelope will have been opened.