

EXAM DAY PROCEDURES



Aim to arrive at school 15 minutes prior to the exam start time - **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



Bags should not be taken into the exam room. We suggest that you keep money and keys, etc. with you (therefore you need to be wearing something with a pocket).



Phones, Watches & Electronic Devices – **Students must not have these in their possession** (either on or off). They **MUST** be handed in for safe keeping during the exam. You must not have any notes in your possession. This is very important – if found on you, there is a chance that you will be disqualified from the whole exam and receive **no marks**.



YOUR PHOTO ID MUST BE ON YOUR DESK AT ALL TIMES FOR ALL EXAMS.



You should bring **black** pens, pencils, rubber, compass, calculator, protractor, ruler and any other writing equipment needed to do your exams in a clear pencil case/transparent plastic bag. **Do not use gel/fibre-tip pens** – they are easily smudged.



In an exam where you may use a calculator, bring your own. **DO NOT EXPECT THE SCHOOL TO BE ABLE TO PROVIDE YOU WITH A CALCULATOR.** You should put the cover of your calculator under your chair.



Quiet Please

There is absolutely no talking or communication between students once you enter the exam hall/room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



You must wear normal school uniform for all your exams. The temperature in exam rooms can fluctuate enormously so bring a jumper or similar that can be taken off or put on as necessary. We will allow you to keep your coat on if cold.



Food is not generally allowed in exam rooms, but you may bring mints/sweets that can be unwrapped/eaten **QUIETLY!**
If you have any specific medical requirements – please see the Exams Officer, before the exam.



Water bottles are allowed in the exam room. They must be clear bottles with a spill-proof cap and only contain water. There should be no label on the bottle. They should be kept on the floor under your desk as a measure to prevent spillages. No cans of fizzy drink at all.

It is difficult for us to loan you equipment but please see the Exams Officer before your exam if you need to borrow something.