

Exam Check List



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



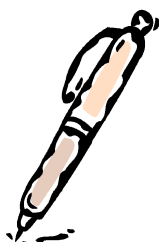
When taking exams, bags and coats must be left at the front of the room. Because of this, there are some things to be considered - money, keys, valuables etc. I would suggest that you keep money and keys with you, and hence you need to be wearing something with a closable pocket.



Students must not have mobile phones in their possession (either on or off). They can be handed in for safe keeping before the exam if necessary. This is very important - if a phone is found, there is a good chance that your whole exam will be cancelled at the very least.



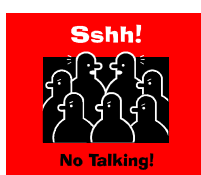
You are not allowed to have other unauthorised items in your possession. **"NO MOBILE PHONES, iPODs, MP3/4 PLAYERS. NO PRODUCTS WITH AN ELECTRONIC COMMUNICATION/STORAGE DEVICE OR DIGITAL FACILITY"**



You should bring pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. You must only use **BLACK** pens, and not gel pens, and pencils - this is because many of the exam papers are now scanned and sent electronically for marking - inks other than black and any colour gel pens do not scan well.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk nor should the calculator be programmable.



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



Please dress sensibly for the exam. The temperature in the exam room can fluctuate enormously during the time. Make sure that you are comfortable in your uniform with a school sweatshirt or fleece that can be put on or taken off.



No food allowed in the exam hall - except for mints in a clear plastic bag. (If you have a special requirement - please see Mr Kerr, Exams Officer, before the exam starts - this includes cough/throat sweets etc.)



Water bottles may be taken into the exam hall. These should be clear bottles with a spill-proof cap. There **MUST** be **no** label or writing on the bottle.