

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 will be left in the Lecture Theatre which will be locked. Nevertheless there are some things to be considered - money, keys, valuables etc. I would suggest that you think carefully what you are bringing with you on Exam day



Phones - **Students must not have mobiles phones in their possession** (either on or off). They can be handed in for safe keeping during 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.



A candidate must not have access to a wrist watch which has a data storage device and any other product with text or have digital facilities ie., reading pen.



You should not have notes, pagers, ipods/MP3 players etc in your possession.



You should bring at least 2 black pens, pencil, rubber and any other writing equipment needed for your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens** - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well.

Highlighters and correction fluid should not be used when answering questions



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk this should be left in your bag in the Lecture Theatre. Make sure your calculator is set to the correct 'Mode'.

Sshh!

There is absolutely no talking or communication 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.



The school dress code will still be adhered to during all examinations. Which also includes the correct footwear. Trainers are not permitted unless for medical reasons and a Doctor's letter will be required.



No food allowed in the exam hall (if you have a special requirement - please see Mrs Tipping, Exams Officer, before the exams)



Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

