

Exam Rules and Advice



Aim to arrive at school 15 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin in case of problems with the journey. If you are late you will miss important announcements at the start of the exam. If you are very late your paper may be cancelled.



When taking exams, bags and coats must be left at the back of the room. Because of this, there are some things to be considered – money, keys, valuables etc. It is recommended that you keep money and keys with you (so you need to be wearing something with a pocket or put them under your table).



Students must not have mobile phones, iPods or other electronic equipment in their possession (either on or off). This is very important – if a phone goes off during the exam there is a strong possibility that your whole exam will be cancelled. **DO NOT** bring your phone or MP3/4 player to the exams.



You should bring **2 black ball-pens, a pencil, eraser, sharpener** 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. 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.



In an exam where you have the use of a calculator, **you must bring your own calculator.** You must not leave the calculator cover on your desk.

Sshh!

There is **no talking** or communication between students once you enter the exam room. Every table will have a candidate card on it and seating plans will be on display outside the exam room before every exam. Check the seating plan, find your table and sit down quickly and quietly in the seat allocated to you. 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 rooms can fluctuate enormously depending on the season - bring a jumper that can be put on or taken off. Hats, gloves and scarves are not allowed.



No food is allowed in the exam room (if you have a medical requirement – please see the Exams Officer before the exams).



Water bottles are allowed in the exam room – no cans or other drinks are permitted. Bottles must be clear with a spill-proof cap. There must not be a label on the bottle.