

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 should be left in the old PE changing rooms**. Because of this, there are some things to be considered - money, keys, valuables etc. We would suggest that you keep money and keys with you (therefore you need to be wearing something with a pocket). Small items, e.g. phones, purse may be left with the invigilators.



Phones - Students must not have **mobile phones, iPods, smart watches, MP3/4 players or other web/ technologically enabled sources of information in their possession** even if switched off. They can be handed in for safe keeping during the exam. This is a very important exam board rule - **if a phone is found your whole exam will be cancelled**.



You should not have notes, pagers or any means of storing information in your possession.



You should bring a **BLACK** 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. **Do not use gel pens** - because many of the exam papers are now scanned and sent electronically for marking and 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.

Sshh!

There is **absolutely no talking or communication of any kind** between students once you enter the exam hall, this includes nodding, winking, grinning and turning around. 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 gym can get quite hot in the summer and in winter it can be cold. Coats or jackets must not be worn in the exam rooms. Only clean shoes to be worn in gym **NO trainers or slippers**.



No food or sweets are allowed in the exam rooms.



One water bottle will be made available to you in your first summer exam sitting. After the first exam you will be able to refill this bottle from the drinking fountain in the quad or at home. If you wish to bring in your own bottle it must contain only water (no squash, Coke or pop) and should be a clear bottle with a drinking cap. There should be **no label** on the bottle.