

# 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.



Desks in the exam room will be numbered. Students will be allocated a desk for each exam. You cannot leave the exam room until the end of the exam. Students who take ill or request the toilet will be accompanied by an invigilator.



When taking exams, bags and coats should be left at the back 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 (therefore you need to be wearing something with a pocket).



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



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



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. **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 should not have a calculator cover on your desk.

**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.



Uniform must be worn for all exams but please dress sensibly. The temperature in the exam room can fluctuate enormously during the May/June time. Wear something comfortable with a jacket or jumper that can be taken on or off.



No food allowed in the exam hall (if you have a special requirement - please see Mrs Heddon, 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.