

# EXAM CHECK LIST



Aim to arrive at school AT THE VERY LATEST 15 minutes prior to an exam (i.e. 8:45am or 1:00pm). It is best to leave yourself a safety margin on timings, in case of problems with the journey.



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 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.



You should not have notes, pagers, MP3 or MP4 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. **Only black pens may be used.**



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk – leave it in your bag.

Sshh!

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



Please dress sensibly for the exam. The temperature in the exam room can fluctuate enormously. Wear something comfortable.



No food or sweets are allowed in the exam hall (if you have a special requirement – please see the Exams Officer, Mrs Burn, before the exams).



Water bottles are allowed in the exam hall if necessary, but only still water is allowed. The bottles should be clear bottles with a spill-proof cap. There should be no label on the bottle.



Check the seating plan outside the exam room before entering. Only sit in the desk allocated to you for the exam.