

# 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 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 switched off in your bag or handed in to the invigilators before the exam, but the school takes no responsibility for them. This is very important - if a phone is found, there is a good chance that your whole exam will be cancelled.

**TO BE SAFE - LEAVE YOUR PHONE AT HOME**



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



You should bring black pens, pencils, 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. Correction fluid must not be used.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk. This can be placed underneath your chair or 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.



Please dress sensibly for the exam. The temperature in the exam rooms 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 is allowed in the exam hall (if you have a special requirement - please see Mrs Hayes, 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.



If you are ill and unable to attend an exam, it is vital that you telephone school straightaway. If you miss an exam through illness you must bring a note detailing your symptoms and illness. Please be aware that if you do not attend an exam without a valid reason, it is possible you will be charged for that exam.

**If in doubt - phone Mrs Hayes in the exams office - 01246 432849**