

# Exam Check List - 2010



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 can be handed in at reception 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 players etc in your possession. Please leave these at home.



You should bring 2 black pens, pencil, rubber and any other writing equipment needed to complete your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use blue/gel pens** - this is because many of the exam papers are now scanned and sent electronically for marking - blue/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. Maths, Science, Business Studies

**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 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 Miss Clements, 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.