

STUDENT NOTICE - EXAMS

The purpose of this notice is so that you all know what is expected of you in exams.

1. Make sure you know the dates and times of your exams. The time given is the start time, so you need to arrive 10 minutes before these times to allow time to come in, distribute papers, etc. Know where you are sitting
2. Once in the exam room, you must follow the instructions of the invigilators. They are here to ensure everyone follows these rules and can do their best
3. Once in the exam room there is no communication with other candidates. This includes talking as well as disturbing other candidates eg coughing, turning around
4. Check you have the correct paper, including tier
5. You may only start writing when told to do so by the invigilator. This includes completing the front of your exam paper
6. Only open the paper when told to by the invigilator
7. All answers must be written in black pen. You may use a pencil for graphs or diagrams
8. You may use a highlighter to highlight parts of the question, but not to write answers
9. Gel pens, correcting pens, fluid or tape are not allowed
10. Don't have any writing/doodles on your hands/arms
11. If you put all your equipment in a pencil case, it must be see-through
12. You are allowed a calculator in all exams, unless told otherwise. No case
13. Mobile phones, watches (smart or otherwise), MP3 or MP4 players, AirPods, earphones/earbuds are not allowed. If you find you have any of these on you, hand them in. You will be reminded to check your pockets before the start of each exam
14. Water bottles - must be transparent/see through, no labels and a sports top
15. You may not borrow from other candidates. If you need something, put up your hand and ask the invigilator
16. Access arrangements - preparation for real ones so practise using what you are allowed to
17. Toilet - go before the exam. If you do need to go, put up hand and you will be escorted
18. Leave anything you are not allowed in your bag in the Bag store (or as asked by the invigilator if you are elsewhere). This includes calculator cases, notes, phones, all watches and earphones
19. Posters outside the exam rooms to remind you as you go into an exam. Information for candidates is on the school website to remind you of these rules. These rules are to ensure conditions for exams are fair for everyone, both here and all other exam centres
20. There are consequences of not following these rules. Exam boards can disqualify you from the paper you are sitting, the subject, or all exams with them now and in the future
21. Full Correct School Uniform must be worn
22. When not in exams, go to your timetabled Lesson.