

GUIDELINES FOR EXAMINATIONS

Students: Please read carefully. Please also ensure that you read the exam board warnings about coursework and conduct during exams.

Please ensure that you arrive to line up 10 minutes before the start time of your exam indicated on your timetable.

Unless advised differently for a particular examination – for **ALL** exams in the **Hall and 20/21** students will line up in the playground in teaching groups and alphabetical order.

As soon as you enter the exam hall you should be silent until you leave at the end of the exam. If you have a query you must put your hand up and wait.

Whilst you are in any exam you must not turn round or communicate with other students.

Would students please ensure that you have all the equipment you need for each exam. You should have a spare pen and pencil. You will NOT be lent calculators unless yours ceases to work during an exam. **For Maths you must not have a Graphic Calculator and must not bring the case of the calculator into the exam.** You also need to have a CLEAR pencil case, or your equipment in a plastic bag. You must not bring any paper into the exam room. **Black ink pens only please.**

Tippex, or any form of ink eraser, must not be used in examinations.

No gel pens or highlighters to be used in your answers. You can highlight questions.

Mobile phones, MP3's, CD players, smart watches etc. **are NOT allowed** in the examination room. If you bring these into the exam room you risk **DISQUALIFICATION**. Please also remember that you must not bring any paper into the examination room or take any paper out.

All written work in examinations must be in black ink – not pencil. All drawings and diagrams, graphs etc. should be done in pencil.

You may take a **clear plastic container of water** into any exam. **The bottle must not have a label or any writing on it.**

You are not allowed food or sweets in the exam room – if you need throat sweets for a cold they must be unwrapped BEFORE going into the hall. The same if you are diabetic.

Mascots are NOT allowed. Please do not bring fluffy or glowing pens into exams – they distract other people.

In case of fire – during an exam. You will leave the hall in absolute silence and walk into the tennis courts. You **MUST** remain in absolute silence to ensure that your exam paper is not invalidated.

Students taking their exams in 20 / 21 (other than for MFL) will be issued a separate timetable by Mrs Wassall, nearer the time of the exams. Please remember that the rules above apply to all students.

Thank you