

## EXPECTATIONS OF STUDENTS IN EXAMINATIONS

Please read the attached 'Information for Candidates', giving Exam Board regulations.

Make sure you arrive on time for all your exams, in **full school uniform**.

If you are running **late** or will **miss** the exam please **call the school ASAP** to let us know. You will need a medical certificate if ill or a **valid** reason for missing an exam.

Bring with you an **exam pack** containing all the correct equipment. Equipment will NOT be handed out in the exam room. You must bring with you:-

**Clear** pencil case containing **2 BLACK ink pens/biros**, pencil, ruler, rubber for **all** exams, plus protractor and compass for Maths exams.

**Calculator** where applicable. Make sure you have cleared anything stored in the memory. Remove the lid and leave it in your bag.

Clear, see-through water bottles are allowed, but you must **remove all labels** from the bottle.

Before each exam place your bag & coat in your locker. Please wait in the **allocated area (Atrium or White Canopy)** where you will line up for the first drill.

You must **enter** the exam room **in silence**.

**Mobile phones, MP3/MP4 players or watches of any kind** should be left at home or in lockers. They can be left **switched off** in bags in the exam room, but the school does not accept any responsibility for loss.

AS SOON AS YOU ENTER the exam room there must be **no speaking, no turning-around, no communicating** with other students. Any such misbehaviour will result in your paper being cancelled. You should put up your hand if you need to attract the invigilator's attention.

You are NOT ALLOWED to fill out the front of the Exam paper **until the invigilator tells you** to and you must not write anything else on the paper either, **no doodles or brain dumps**.

There will be **no toilet breaks** during the exam, unless you advise us of a pre-existing medical condition. Please make sure you use the toilet before the exam.

You must **manage your time** in the exam yourself. Invigilators are not permitted to tell you how much time you have left.

You must **remain in the exam room until the end of the exam**. If you finish early, you should check your work and sit in silence.

When dismissed, you must **leave the exam room in silence; others may still be working**. Please remain in silence until you are completely clear of the exam room. Please **do not** talk when walking up the ramps leading from the Sports Hall.

Once the exam has finished you will continue with the **normal school day**.

Further guidance around staying safe during your exam will be shared closer to the time of your exam.

The school wishes all students success in their examinations. By following the above rules you will help to ensure that all exams run as smoothly as possible. GOOD LUCK!