

## EXAM DAY CHECK LIST

	<p>Aim to arrive at school 15 minutes prior to an exam <b>AT THE LATEST</b>. It is much better to leave yourself a safety margin on timings in case of problems with the journey.</p>
	<p>Bags should not be taken into the exam room. I would suggest that you keep money and keys, etc. with you (therefore you need to be wearing something with a pocket).</p>
	<p>Phones, Watches &amp; Electronic Devices – <b>Students must not have these in their possession</b> (either on or off). They <b>MUST</b> be handed in for safe keeping during the exam. You must not have any notes in your possession. This is very important – if found on you, there is every chance that you will be disqualified from the whole exam and receive <b>no marks</b>.</p>
	<p><b>YOUR PHOTO ID MUST BE ON YOUR DESK FOR ALL EXAMS.</b></p>
	<p>You should bring <b>black</b> pens, pencils, rubber, compass, calculator, protractor, ruler and any other writing equipment needed to do your exams in a clear pencil cases/transparent plastic bag. <b>Do not use gel/fibre-tip pens</b> – they are easily smudged.</p>
	<p>In an exam where you may use a calculator, bring your own. <b>DO NOT EXPECT THE SCHOOL TO BE ABLE TO PROVIDE YOU WITH A CALCULATOR.</b> You should put the cover of your calculator under your chair.</p>
	<p>There is absolutely no talking or communication between students once you enter the exam hall/room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.</p>
	<p>You must wear normal school uniform for all your exams. The temperature in exam rooms can fluctuate enormously so bring a jumper or similar that can be taken off or put on as necessary. We will allow you to keep your coat on if cold.</p>
	<p>Food is not generally allowed in exam rooms, but you may bring mints/sweets that can be unwrapped/eaten <b>QUIETLY!</b> (If you have any specific medical requirements – please see the Exams Officer, before the exam.)</p>
	<p>Water bottles are allowed in the exam room. They must be clear bottles with a spill-proof cap and only contain water. There should be no label on the bottle. They should be kept on the floor under your desk as a measure to prevent spillages. No cans of fizzy drink at all.</p>

**It is difficult for us to loan you equipment but please see the Exams Officer before your exam if you need to borrow something.**