

Exam Check List

	<p>Aim to arrive at school 20 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.</p>
	<p>Bags and coats should be left at the back of the exam 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).</p>
	<p>Phones - Students must not have mobile phones in their possession (either on or off). They can be handed in for safe keeping before 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.</p>
	<p>You should not have notes, pagers, MP3 players, smart watches etc in your possession.</p>
	<p>You should bring black pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. Do not use gel pens - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well.</p>
	<p>In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.</p>
	<p>Shhhh! 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.</p>
	<p>School uniform must be worn when you are sitting exams.</p>
	<p>No food allowed in the exam hall (if you have a special requirement - please see Mr Carter-Johnson, Exams Officer, before the exams)</p>
	<p>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.</p>