**Exam Check List**

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| C:\Documents and Settings\phand\Local Settings\Temporary Internet Files\Content.IE5\ZOO80HA4\MCj04109110000[1].wmf | 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. |
|  | 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). |
| MCj04360770000[1] | 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. |
| C:\Documents and Settings\phand\Local Settings\Temporary Internet Files\Content.IE5\9TK494E1\MCj04242400000[1].wmf | You should not have notes, pagers, MP3 players, smart watches, wireless headphones (AirPods) etc in your possession. |
| MCj04041010000[1] | 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.  |
| MCj02331070000[1] | In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.  |
| MCj04244440000[1]  | **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. |
| MMj02839030000[1] | School uniform must be worn when you are sitting exams. |
| MCFD01832_0000[1] | No food allowed in the exam hall (if you have a special requirement – please see Mr Carter-Johnson, Exams Officer, before the exams) |
| MCFD00942_0000[1] | **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.  |