

## Important Information for Exams

- ☑ How do I know which room / seat I am allocated before the exam starts?
  - Check your exam timetable (overleaf) beforehand as it might not always be the same seat or even the same room for every exam.
  
- ☑ Leave all your belongings where instructed – Hall (Girls changing room)  
Gym (Boys changing room)
  - Pens, calculators, maths sets etc will be provided for you
  
- ☑ Make sure you have removed your watch and emptied your pockets.  
(including the top and inside pockets of your blazer)
  - Tissues / Glasses / Inhalers are allowed to be taken in with you
  
- ☑ Try to be ready to enter your exam room 5 mins before the start of the exam
- ☑ Listen to the invigilators at all times and follow their instructions.
  
- ☑ All water bottles must be plain and see through. Only water is allowed.
  - No labels / no colours / no logos etc
  
- ☑ As soon as you enter the exam room door you **must** be silent
  
- ☑ Do not communicate with any other student, this includes mouthing words and turning round
  - This is called **MALPRACTICE** and can have serious consequences
  
- ☑ If you need help with anything put your hand up
  - An invigilator will come to you, they are there to help you, to ensure you have everything you need and to make sure the exam is run properly and fairly
  
- ☑ Once the exam is over you are still under exam conditions until you have left the room.
  
- ☑ Wait patiently in silence until your row is allowed to leave to exam room.
  - Leave quietly and in **silence**.