

# INSTRUCTIONS TO PUPILS

## PPEs 2024

### Please read the following notes very carefully

- You must arrive in school at the normal time and go to registration first. You will be notified of any pre-exam talks during registration.
- If you cannot attend school through illness then ask a parent or guardian to telephone school and tell the receptionist when you are likely to be back.
- When told to, you must go directly to your exam room. Mobile phones **MUST BE SWITCHED OFF** and placed in your form room locker during registration. Any wrist watches, ear pods, other electronic devices, papers or revision notes you may have in your pockets must be placed in your bags/ lockers before you enter the exam room. If lockers are not available, you will be asked to place them in a secure area.
- Sit at the desk with your name card on it. Do not swap desks and do not write on the name cards or your desk. You must not communicate from the minute you enter the exam room. You will keep the same desk for most exams. A seating plan will be available outside the exam room.
- Full school uniform must be worn correctly for every exam.
- Make sure that you have all the correct equipment that you need for each exam. You must use only black ink pens – no gel pens!
- When not doing an exam, you will go to normal lessons.
- You must face the front of the exam room at all times. Do not turn around. If you need anything, raise your hand and wait for the invigilator in the room.
- Any communication (talking, passing messages, eye contact or any other distraction to others) may result in your exam being cancelled.
- Serious problems will be dealt with promptly and may lead to your parents being asked to come and collect you from school immediately.
- Remember that you are entitled to complete your exams without distraction from others. Mobile phones wrist watches airpods and all other data storage devices are not allowed in the exam room.
- Revise thoroughly as these exams are important. If you are unsure of anything, please see Miss Takacs- Exams Officer as soon as possible.