



Exam Instructions

1. Be on time for all exams. If you are late, you may not be able to enter the exam.
2. You must be in your FULL school uniform.
3. You will only be permitted to enter the exam hall with a clear pencil case, any subject specific equipment and a clear water bottle (no writing or labels are permitted on the bottle)
4. Do not take any unauthorised materials into the exam hall. Unauthorised materials or equipment includes notes, calculator cases, bags, mobile phones or anything with text/digital facilities and **all watches** (not just smart watches). Having anything on you that you should not have (even if you do not intend to use it), will be against the rules. It has to be reported to the exam board and you may be disqualified.
5. Do not use correcting pens, TipEx, or gel pens in your exams. You may use a highlighter to highlight a question, but you should not use this in your answer. You should use **black** pen only or pencil for diagrams.
6. Do not attempt to communicate with or disturb any other students once in the exam room. Do not turn around, try to distract others, look at anyone else's paper, make noise of any sort etc. If you do not follow the rules, you could be disqualified from all of your subjects.
7. If you leave the exam room without an invigilator, you will not be allowed back in.

On the Day of your Exam

1. Make sure you attend your exams on time and bring what you need, particularly subject specific equipment such as a calculator.
2. Know the dates and times of all exams and arrive early. Make sure you know where you are sitting.
3. If you arrive more than half an hour late, you may not be allowed to sit the exam.
4. You are not allowed a dictionary unless told otherwise.

During the Exam

1. Once inside the exam room, you are not permitted to talk.
2. Listen to the invigilator/exams officer. Follow their instructions at all times.
3. If you think you have the wrong paper, put your hand up and tell an invigilator straight away. It is your responsibility to check your paper.
4. Read the instructions on the front of the exam paper carefully and fill in all the details on the front of the paper/answer booklet before the exam starts.

5. Write all your answers in the spaces where it tells you to write. Do not write anywhere else as it may not be marked. Do not write on the border of the exam paper. Do not doodle.
6. Do all rough work on the proper exam stationery. Cross through anything you do not want marking. Hand everything in with your paper, including rough work.

Advice and Assistance

1. If on the day you feel that your work will be affected by illness or for another reason, make sure you tell Mr McIntyre and your Head of Year, prior to your exam.
2. Put your hand up during the exam if you have a problem and are unsure of what to do, e.g. you do not feel well or you need more paper/equipment.
3. You must NOT ask for, and will not be given, any explanation of the questions.

At the End of the Exam

1. If you have used more than one answer booklet, put them in order. Make sure your name and candidate details are filled in on each sheet.
2. Do not turn around, speak, or try to leave the exam room until you are told to do so by the invigilator. You should remain in silence until you leave the exam room.
3. Do not take anything out of the exam room other than your equipment (e.g. exam papers, rough work).
4. The invigilator will tell you when you can get up and leave the exam room. You should do so in silence and are not permitted to speak until you have left the exam room.