

Exams - Essential Information

- **You will need to know your candidate number** as this will be used to call you into the venue.
- All exams will be at the IN. Please refer to YOUR timetable for rooming.
- Time on your timetable is the exam start time **NOT** arrival time. Please arrive 15 minutes before.
- Please **do not bring valuables, if you do they will be left at your own risk. Where you leave your bags depends on where your exam is.**
 - If your exam is in the sport hall = changing room behind sport hall. You will **not** be allowed to go up the stairs in the changing room, any bags left on the stairs will be removed. Wait in changing room to be called. Those with candidate numbers starting 80 should wait nearer the exit door, those with candidate numbers 81 should wait further inside the changing room.
 - Exams in room 68, 70, 72 & 79 = when you arrive at school keep your coat and bag with you and go straight to tennis courts. You will be collected from tennis courts and told where to leave your belongings. **Do NOT** go to the changing rooms.
 - 6th form should wait outside rooms 77/78.
- If you are going to be late or are ill, please ring into reception as you normally would.
- School uniform must be worn. 6th form should observe dress code and wear land yards. Rooms will be well ventilated so please bring an extra **school** jumper – **NOT** a PE hoodie.
- You are under exam conditions as soon as the whistle blows, and candidate numbers start being called. The quieter you are the quicker we can get you in and started.
- You enter in silence and sit where indicated.
- No talking, no turning round once in the venue
- You do not write on the front of your papers until you are told to do so. Papers are going to be blind marked which means you only put your candidate number on the paper, **NOT** your name.
- It is **YOUR** responsibility to bring the equipment you require. You **MUST** bring 2 or 3 **BLACK** pens, Do **NOT** use friction pens – they do not scan. Pencil, ruler, rubber. Maths instruments, Calculators without their lids.
- No tipex, highlighters or gel pens can be used on answer sheets.
- Pencil cases and water bottles must be clear- no labels. Water only. Coloured bottles will be removed.
- This year Exam boards have banned watches in the exam room.
- Phones must be turned off and left in your bag at your own risk.
- You **must** check you have the correct paper and read all the instructions on the front page.

- **Do not** complete the front cover of your booklet until you are instructed to do so.
- It is your responsibility to produce legible handwriting. Good grammar and punctuation are required by all boards.
- Do all rough work in answer booklet and use single line to cross it through if not needed
- Make sure you leave time to check your answers. If you finish early use the time to read back through your paper. Make sure you have answered **ALL** the questions.
- If you require advice of any kind, please put your hand up, Invigilators are there to help and support. Rudeness towards invigilators will not be tolerated.
- If you are absent please speak to me in the Sport hall on your return.

At the end of the exam

- Make sure you have completed the front cover and put your candidate number on every additional sheet.
- The invigilator will indicate when you can leave.
- Leave the laminated exam card on the desk.
- No talking until you are completely away from the exam room. Other exams may be continuing.
- If you are concerned about anything after the exam, please come to the exam's office straight after the exam, the next day may be too late.

If you have concerns, please come to the Exams Office before the end of term.