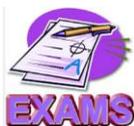


# Exam Check List for Students



Always carry your Exams Timetable with you and keep it safe. Your timetable has very important information of your exam dates, times, subjects, your Exam / Candidate number as well as the seat number allocated to you for each of your exams. Without your Exam Timetable, you might miss an exam.



Aim to **arrive at the examination room at least 10 minutes prior to start of an exam.** It is much better to arrive early in case of any traffic-problems.



Upon entering exam hall/room, all bags, coats, scarves, gloves should be left at the front of the hall/room. Because of this, please consider your valuables (money, keys etc) and ensure your bag is not left open. Better still, do not bring any valuables to school during exams.



**Students must not have Mobile Phones, Smartwatches, MP3/4 players, iPods, Walkman or any other technological device in their possession during exams** (either on or off). They should be handed in upon entering the exam room to invigilators for safe keeping during the exam. **All wrist-watches should be placed on desk** in front of you. Possession of these unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from the examination and the overall qualification.



Enter the exam hall/room in silence and be seated at your allocated seat. There should absolutely be no talking or any communication between students; once you have entered the exam hall and during your exam. If you have any questions, raise your hand once seated and an invigilator will come to you. **Listen to all the instructions given to you by the invigilators before you start your exam.**



Always bring your Cashless Catering ID-Card with you to **ALL** your exams. Please leave your card facing up on your desk once seated and throughout the duration of your exam - **this is a requirement** so that Invigilators can identify you and mark you present for your exam.



You should bring a minimum of two pens (**black ink only**), pencils, rubber, calculator (where permitted in exams), ruler and any other stationery and mathematical equipment needed for your exams. Only clear plastic pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens** as many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well. Please note: in an exam where you have the use of a calculator, leave the calculator cover (lid) on the floor under your desk as you are not allowed to have the cover on your desk during your exam.



When instructed to do so, complete all your details at the top of the exam papers (your name, your exam/candidate number, Centre number). If your Legal Surname/Forename and Preferred Surname/Forename are different, please write your Legal Names on your exam papers. You should read and complete your exam paper as per instructions on the front cover. (Please Note: our Centre Number is: **25172**)



At the end of your exam, you must not leave the exam room until your exam paper / answer book has been collected in by the invigilators. You must not take out of the exam room, any other item provided during your exam. When instructed to do so by the Invigilators, you must leave the exam room in silence as there may still be other students doing their exam.



All students **must wear normal school uniform throughout the whole of the exam period.** You may be refused entry to the examination hall/room if you are not in the correct uniform.



No sweets or food allowed in the exam rooms.



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. No other drink bottles are allowed.** Please leave the bottle under your desk as soon as you sit down.



If you are ill and are unable to attend an exam, it is important you phone the school first thing in the morning (0116 264 1080) to inform us of your absence. You must also provide a note detailing the reason for your non-attendance for your exam. Missed exams cannot be rescheduled.