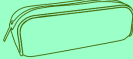





Exams checklist for students

Before sitting your exams, make sure you know:

- the date, time and location of each exam from your exam timetable
- who to contact at school on the day of your exam if you are running late.

What you will need:

- a clear pencil case 
- at least 2 black ballpoint pens 
- a calculator for relevant exams 
- pencil, rubber, ruler and maths equipment 
- a clear water bottle, label removed
- your ID card clearly showing your picture, name and candidate number
- if you usually wear a uniform, please wear it to your exam

Half an hour before your exam:

- go to the toilet
- get your ID card and stationery
- eat and have something to drink
- make your way to your exam room 15 minutes before the start time so you don't feel rushed
- turn your phone off, put it in your bag and put your bag in the designated area



If you have any questions about your exams please speak to your Tutor, Head of Year or the Examinations Manager.

What you can't take into your exams:

- any type of phone
- any type of watch
- revision notes
- any electrical item including fans
- sweets or food



In the exam room:

- find your seat, place your ID card on the desk along with your stationery and put your water on the floor.
- listen carefully, for each exam, to the invigilator's instructions as they will be specific to your exam
- in the exam, if you have a question or need something, raise your hand and wait for an invigilator to come to you..
- if you feel unwell, raise your hand and an invigilator will help you.
- unless you have a medical toilet pass, you are not permitted to go to the toilet in the first hour of the exam or in the last 20 minutes of an exam.
- once you enter the exam room, be silent. Communicating in any way with a fellow candidate could result in you being disqualified from your exam.

At the end of your exam:

- don't leave the exam room until instructed to do so
- collect all your belongings
- leave the exam room in silence as others may still be working

