

ESSENTIAL READING BEFORE YOUR EXAMS

👁 Starting times: 9.15am and 1.30pm. **GET THERE EARLY!**
(At least 10 minutes before the start.)

- If you arrive late for an examination you will be reported to the Examination Board concerned and the Board will decide whether the paper is marked or not.

👁 **REMEMBER YOUR CANDIDATE NUMBER.** Seat numbers will be displayed in the school entrance hall. If you sit in the wrong seat you could end up with the wrong paper! Also, this could result in unnecessary phone calls home reporting your absence.

👁 **STORAGE** Bags/coats etc go at the back of room or on stage.

👁 **SILENCE AT ALL TIMES IN EXAM ROOM.** There must be no communication (talking, eye contact or smiling) between candidates. Listen very carefully to the Invigilator's instructions.

👁 **NO MOBILE PHONES, i'WATCHES, IPODS OR MP3 PLAYERS ETC.** If you have one it must be handed in before you enter the Exam Room and you will be issued with a ticket to reclaim it after the examination.

- Remember that possession of unauthorised material is an infringement of the regulations and could result in disqualification from all your subjects.

👁 Make sure you have pens, pencils, and instruments with you in a transparent plastic bag. **ONLY BLACK INK/BALLPOINT PENS ARE TO BE USED. NO TIPPEX, INK ERASERS, GEL OR HIGHLIGHTER PENS.**

👁 Write **ALL YOUR NAMES IN FULL** on the exam paper i.e. Nicola **NOT** Nikki, Sharon **NOT** Shaz etc. Do not invent a hyphen and write Nicola-Jane when your name is Nicola Jane.

👁 **SHOW SOME CONSIDERATION.** Leave exam room in silence - other people may still be working.

👁 If you are ill on the day please speak to Mrs Hill-Jones as soon as possible before the exam. You can't get Special Considerations in retrospect.

👁 If you are so ill that you can't make it to school, you must ring the school straight away and you will need a note from your Doctor.