

## Advice for Students Taking Examinations

- Make sure you have had a good night's sleep and have eaten breakfast.
- Arrive in good time. Ten minutes before the start time of your exam.
- You must be in full school uniform. Do **not** bring you mobile phone, smart watch, MP3 or iPod to the exam.
- Contact the school if you are going to be late, absent or unwell – if we know you are having a problem we may be able to help you.
- If you arrive late, report to the school office and inform them you need to enter an exam late. An invigilator will escort you to the exam room.
- Check the seating plan (on the board outside the the hall) so you know where you **must** sit.
- Bring all the equipment you need for your exam; black pens, pencils, calculator etc.
- You may bring a clear bottle of water with the label removed, but **no** fizzy drinks.
- Make sure you have been to the toilet before the exam.
- Once in the exam room you must abide by the regulations and do **not** communicate with any other students.
- Listen to the instructions of the invigilator carefully. Put up your hand if you have a question.
- When you start the exam take a few moments to read the question paper carefully. Follow the instructions from the front of the exam paper.
- Do **not** attempt to talk or disturb other students – you may be disqualified.
- If you need any assistance during the exam put up your hand and wait for an invigilator to come to you.
- You must **not** leave the room until told to do so by an invigilator. There may be an occasion where you have to remain secure i.e. "clash" exams. In this case, you **must** remain with an invigilator at all times and make **no** attempt to talk to any other students.
- At the end of the exam, do **not** talk until you have left the exam room.
- Examination regulations are imposed by the Joint Council for Qualifications (JCQ) – we **must** abide by them and report any student found to be contravening them.

If you have any problems speak to your Tutor, Teacher, Head of Department, Examinations Officer or an Invigilator.

Please see the school website for other up to date exam regulations.