



## **On Exam Day**

- Be on time and only bring what you need, i.e. **black** pen, pencil, rubber, ruler and calculator. No other equipment is allowed. Blue pens are no longer acceptable. Please leave valuables at home.
- Learn your exam number – you will be seated in exam number order for every exam, not alphabetically or by set. Write it on the front of The Quest Academy exam booklet to help you remember it. Your exam number can also be found on your individual timetable.
- Look out for the seating plan in the diner on exam days and locate your seat on it before you go into the exam room.
- As soon as you enter the exam room, you must stop talking and remain quiet until you have left the room.
- Every desk has a card with an exam number and name on it – find your seat quickly and quietly and sit down.
- Listen to the instructions given – if you cannot hear or do not understand, raise your hand and an invigilator will try to help you. You must not shout out.
- When the exam is finished do not get up and go - WAIT until all the exam papers have been collected and the invigilator dismisses your row. Then leave quietly. There may be others still working even though your exam has finished.

**Good Luck – we all want you to do your best.**