

# Exam Check List



Please come to school at the normal time for morning exams and by 13.00 AT THE LATEST for afternoon exams. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



Bags and coats should be left at the front of the exam room. You need to consider keys and valuables. It is better to leave them at home. Bring only what you need for the exam.



Phones – **You must not have mobile phones in your possession** (whether on or off). They should be left in bags/lockers or handed in for safe keeping before the exam if necessary. Possession of these devices in the exam room will result in disqualification.



You should not have notes, pagers, iPods, MP3/MP4 players, headphones etc in your possession. It will be regarded as cheating. Leave them in your bag or, better still, at home.



You should always use a **BLACK** pen. Your pencil case should be clear. **Do not use gel pens:** most exam papers are now scanned and sent electronically for marking. Gel pens and blue pens do not scan.



In an exam where you are allowed to use a calculator, you should not have a calculator cover on your desk. Put it on the floor

Sshh!

No talking or communication between students is allowed once inside the exam hall. If you have any questions, you should raise your hand and an invigilator will come to you.



Year 11s must wear school uniform; Quest 6 Students usual business attire. The temperature in the exam room can be cold in winter and warm/hot in summer. You can keep your blazer on but not coats or hats. These should be left at the front of the exam hall, not on your desk



No food is allowed in the exam hall. (If you have a special medical requirement – please tell your Achievement Co-ordinator before the exams)



**Water** only is allowed in the exam hall. This should be in a clear bottle with a spill-proof cap. There should be no label on the bottle. No fizzy drinks or juice cartons are allowed. They will be confiscated for collection AFTER the exam.