

Exams - Essential Information

- Your exam timetable is unique to you.
- **You will need to know your candidate number** as this will be used to call you into the exam venue. All exams will be at the Bainbridge Building. Please refer to the timetable for rooming.
- Time on your timetable is the exam start time, **NOT** arrival time. Please arrive 15 minutes before.
- Waiting area = tennis court. Please line up by the correct room signs, which will be attached to the tennis court fence.
- Anyone in Y11 taking an exam in the sports hall, should leave their belongings in BG07/BG08
- Anyone in Y13 taking an exam in the sports hall, should leave their belongings in the grey container next to the tennis courts.
- Anyone taking an exam in BF01, BF05, BF06, BF07, BF08 should keep their belongings with them while they wait on the tennis courts.
- If you are going to be late or are ill, please ring into reception as you normally would.
- School uniform must be worn. 6th form should observe dress code and wear lanyards.
- You are under exam conditions as soon as the whistle blows, and candidate numbers start being called. The quieter you are the quicker we can get you in and started.
- Anyone not following instructions may be subject to sanctions and penalties in accordance with exam boards publications.
- You enter in silence.
- Sit where indicated.
- No talking, no turning round once in the venue – again you may be subject to sanctions and penalties.
- It is **YOUR** responsibility to bring all the equipment you require. We **DO NOT** have spare equipment to lend.
- 2 or 3 **BLACK** pens, Do NOT use friction pens – they do not scan. Pencil, ruler, rubber.
- Maths instruments, Calculators without their lids.
- Pencil cases must be clear.
- Water in a clear bottle, no labels. Coloured bottles will be taken away from you.
- No watches are allowed.
- Phones turned off and handed to invigilator or left with your personal belongings.
- You **must** check you have the correct paper and read all the instructions on the front page.
- **Do not** complete the front cover of your booklet until you are instructed to do so.
- It is your responsibility to produce legible handwriting. Good grammar and punctuation are required by all boards.
- Make sure you leave time to check your answers. If you finish early use the time to read back through your paper. Make sure you have answered **ALL** the questions including any on the back page.
- If you require assistance of any kind please put your hand up, Invigilators are there to help and support. Rudeness towards invigilators will not be tolerated.

At the end of the exam

- Make sure you have completed the front cover and put your name and candidate number on every additional sheet.
- The invigilator will indicate when you can leave.
- No talking until you are completely away from the exam room. Other exams may be continuing.
- Please have consideration for others still working.
- If you are concerned about anything after the exam, please come to the sports hall straight after the exam, the next day may be too late.