



EXAM RULES AND REGULATIONS

Before the exam



Exam day!

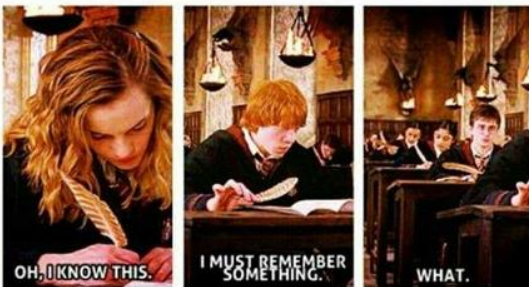


Starting the exam



- Individual timetables will be given, detailing exam venues and seat numbers.
- Check this carefully to ensure that your entries are correct, including tiers of subjects. If any are incorrect, inform the Exams Officer.
- Keep your timetables safe. If they are misplaced, ask the Exams Officer for a replacement.

Three types of people in exams



- Check your timetable for the venue and your seat number.
- Remember to arrive promptly:
 - Morning exams—8:45am
 - Afternoon exams—12:45pm
- Ensure you go to the toilet before the exam.
- Turn all mobile phones **off**, not to silent.
- Removes watches, lanyards and empty your pockets. All of this should be put into your bags or handed into an invigilator.
 - For exams in the Sports Hall, coats/bags go into the container.
 - For exams in the Gym, coats/bags left in the lobby.

Items allowed in the exam room:

- ✓ Clear water bottle with no labels
- ✓ Clear pencil cases
- ✓ Personal calculator, without the back cover and reset by invigilator

- Write in black pen only, pencil for drawings and graphics.
- Write clearly.
- Read the instructions carefully.
- Put one line through anything you do not want to be marked.
- All rough work should be in the answer booklet. Additional paper is for the answers only and will be submitted to the board.
- Highlighters can be used in questions, not in answers.
- Put one line through anything you do not want to be marked.
- Everyone will stay for the full duration of the exam.
- Remain quiet and seated during the duration of the exam, including whilst papers are being collected.
- If a fire alarm sounds, stay seated and await further instructions.