

On The Day of Your Exam

Full school uniform must be worn.

Ensure you check that you know where the exam is taking place. You should check notices and the Seating Plans in the canteen on the day of the exam, before the exam starts.

Arrive at the exam venue on time; if you are late the exam board will be notified and this could result in you receiving zero marks.

You are not permitted to talk once you enter the exam room; if you need any help please speak to a member of staff before entering the exam room.

Please remove all labels from bottles before entering the exam room. These bottles should be a **clear plastic bottle**.

Bags should be left at the back of the exam room.

No mobiles, airpods, watches/smart watches or any electronic devices are allowed. All watches must be removed and placed on the exam desk. You must hand these in when asked, or leave them at home.

Ensure you follow all JCQ Regulations and instructions given by the Exam Invigilators/members of staff. Failure to do so could result in disqualification from the exam, subject, or all subjects taken with the particular exam board.

Please ensure you are in the correct seat and sitting the correct exam paper. If in doubt please put your hand up and ask for advice.

Equipment will be supplied by the school; please ensure you take care of the equipment.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.

