

During the Exams

- You are responsible for checking your own exam and revision timetables and arriving in college on time.
- You must wear full school uniform and make sure you have your equipment ready to sit your exam.
- Mobile phones, watches and mp3 players must be left in your locker before you arrive in the Atrium. Envelopes are provided before the start of your exam for you to hand any items in for safe keeping if you have not locked them away. These will be available from your Pastoral Manager at break, lunch or the end of the day when you need to collect them.
- Calculators, maths sets, coloured pencils and rulers will be provided on your exam desk if they are needed. Correcting fluid and pens are **not allowed**.
- You must not have any unauthorised materials with you in your exam. If you are found with anything on your person you will be reported to the exam board and you will be disqualified from the exam. This includes any writing on your hands and arms.
- No food is allowed into the exam room unless agreed with the Exams Officer or School Nurse for medical reasons. You can bring water, however your bottle should have a sports cap type of lid and all labels must be removed.
- You must be in complete silence when in your exam room. If you need any assistance, please raise your hand to alert an Invigilator who will assist you.
- Please listen carefully to the instructions the Invigilators give you. They may need to draw your attention to any amendments to the exam paper you need to know about.
- **You must carefully check the paper that is on your desk, there may be more than one paper being sat in the same room at the same time. You must check the subject, paper and tier of the paper.**
- Read all instructions on the front of the paper before you start your exam and mark your answers clearly in black ball point pen. If you need to cross anything out, do so with a single line through.
- You must not deface your paper with graffiti or write offensive comments – the exam board will refuse to accept your paper if you do this.
- You must remain in the exam room until the exam has finished and Invigilation staff dismiss you. If you finish your paper early use the time to check your answers carefully. You must not disrupt other students when they are working, you will be reported to the exam board for trying to communicate with other students and you will be disqualified from the exam if you do so. **You must remain silent for the duration of the exam.**
- **Question papers, answer booklets and additional paper must NOT be taken out of the exam room.**

Invisilators

College employs external invigilators for exams. You are expected to behave in a respectful manner towards all invigilators and follow their instruction at all times.

Invisilators are in your exam room to supervise the conduct of the exam. They will distribute and collect the exam papers, tell students when to start and finish the exam, hand out any extra answer sheets or equipment and deal with any problems that may occur during the exam.

If you need any assistance during your exam, you should raise your hand clearly and an Invisilator will come to you to help.

Invisilators cannot discuss the exam paper with you, or explain any of the questions to you.

Invisilators will escort you for toilet breaks, to the medical room and supervise any agreed rest breaks throughout the exam. You must not leave the exam room without the supervision of an invigilator, if you do so, you will not be allowed to return to the exam room to carry on with your exam.