

## EXAM CHECK LIST



*Aim to arrive at the exam venue 20 minutes prior to an exam.*



*Students will be allocated a desk for each exam. You cannot leave the exam room until the end of the exam. Students who are ill during the exam will be escorted to the first aid room.*



*When taking exams, bags and coats should be left in the allocated room. Any valuables should be left at home on exam days.*



*Mobile phones must not be taken in to the exam room. If you are found to be in possession of a mobile phone you may be suspected of malpractice and receive zero marks for your paper.*



*You should not have notes, books, papers, MP3 players in your possession.*



*You should bring a black pen, pencil, eraser and any other equipment needed to complete your exam. Only clear pencil cases or bags are allowed on your desk. **Do not use gel pens, red pens or highlighters in your answers.** Exam papers are now scanned and sent electronically for marking.*



*In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.*



*There is absolutely no talking or communication between students once you enter the exam room. If you have any questions you should raise your hand once seated and an invigilator will come to you.*



*Uniform must be worn for all exams.*



*No food is allowed in the exam venue (including chewing gum)*



*Water bottles are allowed in the exam room if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.*