

EXAM CHECKLIST 2018

EXAM TIMETABLE AND CANDIDATE NO

You will be given a timetable with rooms. An ID card will be issued with your candidate number on. Please do not lose this.

ARRIVING AT EXAM

Arrive at least 15 minutes before the exam. Be EXAM ready. You line up sensibly outside YMCA – if not at revision class beforehand.

Lateness – extra time is added only if genuine. This could lead to you losing marks.

SCHOOL UNIFORM

You must be in school uniform.

ILLNESS

Contact school immediately explaining you have an exam. You should not miss an exam through illness.

EQUIPMENT

Pack your bag the night before.

Black pens (at least 2)

HB pencils (at least 2)

Ruler

Rubber

Protractor Compass

Calculator (no lid)

If using a pencil case it must be a clear one.

Water in a clear bottle- no labels. Clear pencil case only.

Highlighters are allowed for use with the question paper but you cannot use them on your answer paper.

MOBILE PHONES

No mobile phones. Please switch off before exams. If you are found with a mobile- you will be disqualified.

All watches must be on desks. Preferably leave at home/put in bag. Digital clocks displayed to help you with the time.

INVIGILATORS

Invigilators must be listened to at all times and any instructions they give should be followed. If you behave badly or break the rules – your exam paper will be cancelled.

All rules we follow are set by JCQ. See <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>