

## Exam Information for Candidates

### Regulations – make sure you understand the rules

•	Be on time for all your exams. You must be outside the exam room at least 10 minutes before the exam start time. If you are late your work may not be accepted.
•	If you arrive late for the exam report to the Exam Officer or reception.
•	If you arrive more than 1 hour after the exam start time you may not be allowed to take the exam.
•	Ensure you are wearing full school uniform for each of your exams.
•	Do not become involved in any unfair or dishonest practice during the exam.
•	If you try to cheat or break the rules in any way, you could be disqualified from all subjects.
•	<p>You <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"> <li>- Any notes</li> <li>- A calculator case that displays Maths formulae</li> <li>- Mobile phones must be switched off and handed to an invigilator. Mobile Phones will be returned at the end of the exam.</li> <li>- Pencil cases must be see-through.</li> </ul> <p>Remember: Possession of unauthorised material is breaking the rules, even if you do not intend to use it, you will be subject to penalty and possible disqualification.</p>
•	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
•	Do not talk to/try to communicate with/or disturb other candidates once the exam has started.
•	If you leave the exam room unaccompanied by an invigilator you will not be allowed to return.
•	Do not borrow anything from another candidate during the exam.
•	Make yourself aware of the dates and times of your exams
•	<b>You must write in black ink.</b> Coloured pencils or inks may be used for graphs and diagrams only, unless the instructions printed on the front of the exam paper state otherwise.

### Calculators and Dictionaries

•	<p>You may use a calculator unless you are told otherwise.</p> <p>If you use a calculator</p> <ul style="list-style-type: none"> <li>- Make sure it works properly</li> <li>- Clear anything stored in the calculator memory</li> <li>- Remove any lids/cases which contain printed instructions/formulas.</li> </ul>
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### Instructions during the exam

•	Listen to the invigilator and follow their instructions at all times.
•	<p>Tell the invigilator at once</p> <ul style="list-style-type: none"> <li>- If you think that you have been given the wrong exam paper.</li> <li>- If you think the question paper is incomplete (ie missing insert)</li> </ul>
•	Read carefully and follow the instructions printed on the question paper.
•	<p>Fill in all the details required on the front of the question paper before you start the exam.</p> <p>Make sure you fill in these details in on any additional answer sheets that you use.</p>
•	Do your rough work in the answer book. Cross through any answers that you do not want to be marked.

### Advice and assistance

•	If during the run up to/or on the day of the exam you feel that your work may be affected by ill health or other issues, tell the Exam Officer or invigilator.
•	<p>Put your hand up during the exam if</p> <ul style="list-style-type: none"> <li>- You have a problem and are in doubt about what to do</li> <li>- You do not feel well</li> <li>- You need additional paper/exam materials or stationery</li> </ul>
•	You must not ask for, and will not be given, any explanation of the questions.