

# **\*\*\*IMPORTANT NOTES FOR STUDENTS\*\*\***

## **Before the exam:**

- For a morning exam – please go to registration first
- Leave coats and bags in your locker
- Do not bring any unauthorised items such as a mobile phone
- Go to the Great Hall or Sports Hall - as per your individual timetable
- If you are in SEPARATE INVIGILATION, please check your timetable for the room details.
- Students who have access arrangements (e.g. extra time, use of a laptop etc.) for external exams will have the same arrangement in these internal mock exams.
- Line up quietly outside the exam room
- Listen carefully to instructions from staff
- Bring the correct equipment – **no blue pens**, all exams must be written in black ink
- Binary behaviour still applies in the exam hall – after one warning, you will be in isolation for 5 periods, in addition to an after-school detention.

## **Once inside the exam room:**

- You should not talk or communicate with any other student
- Do not open the exam paper until you are told to do so
- If you need anything, you should raise your hand
- You should sit quietly facing forward at all times
- You will not be allowed to leave if you finish your exam paper early
- If the **FIRE ALARM** sounds, please stay seated and wait for instructions from the invigilators/Exams Officer and/or Exams Assistant.

## **After the exam has finished:**

- Stop writing when the invigilator tells you.
- Sit in silence and wait for all the exam papers to be collected.
- You will be dismissed from the exam hall row by row as per instructions on the day.
- **Go to your next lesson**; if you are late or are seen hanging about in the corridors, it will result in an automatic detention after school

**ENTER YOUR EXAM DATES IN YOUR PLANNER NOW**

**TIMETABLES WILL NOT BE REPRINTED**