

Exams - Essential Information

- **You will need to know your candidate number** as this will be used to call you into the venue. All exams will be at the IN in the sports hall and rooms 66, 68, and 72.
- Time on the timetable is the exam start time **NOT** arrival time. Please be there 15 minutes before.
- As you are on study leave timetable does not follow the time of the school day, so please make transport arrangements.
- 2 or 3 **BLACK** pens,
- Pencil, ruler, rubber
- Maths instruments, Calculators without their lids. We **DO NOT** have spare equipment to lend.
- Water in a clear bottle, no labels.
- School Uniform must be worn. Extra jumper, must be school colours. You will be asked to remove hoodies, even PE hoodies
- Watches **must** be put on your desk.
- If you are going to be late or are ill please ring in to reception as you normally would.
- Bag area – Please **do not bring valuables**
 - = sport hall = changing room behind sport hall.
 - = room 72 = foyer outside room 76. **DO NOT LEAVE ANYTHING IN COMPUTER ROOM**
 - = room 68 = at the back of room 68

Isaac Newton **waiting area** = just inside front gate, if raining- those with surnames A-G wait in reception, all other students to wait in changing room.

These items will not be allowed in the exam venue, please do not bring them with you

- Bags
- MOBILE TELEPHONES
- MP3 Players/ iPods/ i watches
- Friction Pens – these do not scan
- Food including sweets unless for medical reasons
- Tipex
- Covers to calculators
- Highlighters and gel pens can be used for planning but not on answer sheet

Procedure in the Exam Room

- Enter **IN SILENCE**.
- Sit where indicated.
- No talking, no turning round.
- Check you have the correct paper.
- Complete front cover and read instructions on front cover.
- If you need assistance put your hand up.
- If you finish early, use the time to read back through the paper. Then sit quietly and wait
- Make sure you have answered **ALL** the questions required.
- It is your responsibility to produce legible handwriting
- Check your spelling and grammar.

At the end of the exam

- Make sure you have completed the front cover and put your name and candidate number on every additional sheet.
- The invigilator will indicate when you can leave.
- Leave the laminated exam card on the desk.
- No talking until you are completely away from the exam room. Other exams may be continuing.
- Please have consideration for others still working.
- If you are concerned about anything after the exam, please come to the exams office straight after the exam, the next day may be too late.

