

# Internal Examination Instructions

- Check your exam timetable regularly so that you do not miss an exam - note the start times of any mid morning exams.
- You must wear full school uniform when you attend school and overall appearance must be smart and tidy. You will only be required to attend school when you have an examination during the examination period.
- Morning examinations will start promptly at 9.00am but you must be outside the exam room by 8.45am. Afternoon examinations will start at promptly 1.30pm but you must be outside the exam room by 1.15pm. Please check your timetable for details of any mid morning exams. You must not enter the exam room until instructed by the invigilator.
- Most examinations will take place in the Coleman Hall, Old Library and D5. Check the notice board in Reception to locate your exam room but do not loiter in the Reception area. Check the seating plan carefully and make sure you wait quietly outside the correct room and you know where you are sitting. For exams in the Old Library please wait outside by the flagpole. Entry to the Coleman Hall exams will be from the side door in the Quad **not** via Reception. There will also be a seating plan displayed on the wall near E1. Bag space for exams will be very limited so only bring in what you need for the exam and if appropriate, lunch. Site staff have allocated a small room under the stairs in the English block for the storage of bags and coats for exams taking place in the Coleman Hall, this will be locked during the exam.
- **You must enter the exam room in silence** as once in the exam room you are under exam conditions and must not communicate in any way with other candidates until the examination is finished, all exam materials have been collected and you have left the exam room.
- **You must not have a mobile phone, smart watch or any web enabled device** in the exam room. If you are found with any of these items, **regardless of whether they are operable**, you will be disqualified.
- **Wrist watches must not be worn or taken into the exam room.**
- Ensure that you have the correct equipment for your examination. All pens, calculators etc must be stored in a **clear** pencil case or **clear** plastic bag. (Remember to bring mathematical instruments to maths exams). You must write with a **BLACK** pen. Have at least one spare black pen. You cannot borrow equipment from other students in the examination.
- Ensure that your calculator, if required, is fully charged and in the correct mode for the examination. Graphical calculators are not permitted for GCSE exams. It is the responsibility of the student to ensure the calculator is in the correct mode before the start of the exam and the memory has been cleared.
- The use of **tippex or correction fluid/pens** is not allowed during the examination. If you make a mistake just put a line through it.
- Pupils are reminded that they are responsible for producing legible handwriting.
- The only drink allowed in the exam room is water in a **clear bottle (with any packaging removed)**. Please place the drink bottle under the table to minimise the risk of spillage.
- If you complete the examination early, check through your paper carefully and then sit quietly. You will not be allowed to leave the exam room until the official end time of the examination. Please ensure that when you leave the exam room you do so in silence.
- If you are unable to attend an exam, please see Mrs Howell as soon as possible to make alternative arrangements. If you have any problems on the day of the examination, transport delays, illness etc, you must contact the school with details immediately.