

Internal Examination Instructions

- Check your exam timetable regularly so that you do not miss an exam.
- 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 at 9.00am but you must take your seat by 8.50am to allow for the distribution of examination materials. Afternoon examinations will start at 1.30pm but you must take your seat by 1.20pm to allow for the distribution of exam materials.
- Most examinations will take place in the Coleman Hall and D5. Check the notice board outside the Coleman Hall to locate your exam room. Check the seating plan carefully and sit in the correct place.
 - **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. Be aware of the rules on graphical calculators.
 - 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 plastic bottle (label removed)**. Please place the drink under the table to minimise the risk of spillage.
- Once the room has been called to order, you must not communicate with other candidates until the examination is finished, all exam materials have been collected and you have left the exam room.
- 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 Capel or 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.