

Pre-exams checklist

- Check your timetable; make sure your personal details are correct.
- Check you have been entered for the correct subjects and tiers. If there are any mistakes or changes speak to your teacher or Ms Kalis (Exams Officer) as soon as possible.
- Make sure you have confirmed necessary access arrangements with SENCo or Ms Kalis

On the day of the exam

- Morning exams start at 9am.
- Afternoon exams start at 1.00pm.
- Seating lists are displayed in Social Space, on the Exam Noticeboard and outside each exam room. You need to register in the Social Space
- If you need to go to the toilet, you should go before the exam as you will not normally be allowed to go during the exam.
- Bags and coats need to be placed at the back of the exam room Check that you handed in your mobile phone, electronic devices and smart watch. Leave any unauthorised materials in your bag.
- Lining up
 - Line up in your rows behind the letters in the Quad/MUGA.
 - Listen carefully to instructions from the teachers/Invigilators.
 - When instructed, make your way to the exam room in absolute silence.
- If you are in a small room for your exams you need to gather around Drama 1.

GCSE exams are timetabled by the Exam Boards so that every person sits the same exam at the same time throughout the country. These exams cannot be rescheduled.

3. In the exam room

- As soon as you are in the exam room, you are under strict exam conditions.
- Remain in absolute silence. You must not communicate with other students in any way, including eye contact, facial expressions or body language.
- Find your desk and sit down, check your candidate card is correct.
- Listen carefully to the invigilator's instructions.
- If you need anything, have a question or feel unwell, put your hand up and wait for an invigilator. Do not ask other candidates.
- When the invigilator asks you to check that you have no mobiles or other unauthorised items, please do so. This is your last chance to hand in any items. Once the exam has started, any unauthorised items found will be reported to the exam board and you may be disqualified.
- If you are disruptive or behave in an unacceptable manner, you will be removed from the examination room by members of the Senior Leadership Team.
- Please make sure that you fill in the front of your paper correctly. Your name must be the same as the name on your candidate card.

4. During the exam

- Read the instructions carefully.
- Make sure you answer the correct questions.
- Show all your working/rough work. Cross it through when you have finished with it. Hand it in with the rest of your answers.
- Leave yourself 5-10 minutes at the end to read through and check all your answers.

7. At the end of the exam

- You must stop writing when instructed to by the invigilator.
- Remain seated in silence while the invigilators collect the papers.
- The invigilator will dismiss you in rows. You must stay silent until you have left the hall. Please leave quietly as there may still be students working.
- Remember to collect your belongings from the exam room.

UNAUTHORISED MATERIALS

WHAT **NOT** TO BRING

Mobile phones



**iPods/Mp3/4
players**



Smart watches



**Any other device
that can be used
to communicate,
store data or
connect to the
internet**



Notes



**Tipp-Ex or other
correction fluids
or tape**



**Food and drink,
except water in a
clear bottle with
the label removed**



**Possession of unauthorised materials
can lead to DISQUALIFICATION!**