

Exams – What to expect



What to bring

- ▶ You should always bring two **BLACK BALL POINT** pens to your exams and general stationery i.e. eraser/ruler/pencils etc.
- ▶ If your exam allows the use of a calculator you should bring one with you. It is your responsibility to ensure that nothing is stored in the memory and you must remove the case.
- ▶ If you need any drawing materials for your exam you **MUST** bring these with you.

What to bring

- ▶ You may bring highlighters to highlight key points in QUESTIONS but you must NOT write your answers in highlighter or gel pen. We will not provide highlighters.
- ▶ You may bring water into your exam with you. It MUST be in a small clear plastic bottle with the label REMOVED (only water is allowed in the exam room).

What not to take with you

- ▶ Mobile phones
- ▶ iPods/mp3 and 4 players/watches
- ▶ Headphones
- ▶ No potential technological/web enabled sources of information.
- ▶ These items must be turned OFF and handed to an Invigilator when you enter the exam room.
- ▶ Only clear pencil cases are allowed in the exam room and no calculator covers or glasses cases.
- ▶ Any outdoor coats, jackets, hats, scarves, gloves, including denim and leather jackets.

Where to stand

- ▶ For exams in the New Hall, please wait in the tunnel. For exams in the Gym Hall, please wait in the Bridge Hall. Any other rooms please wait outside the room until you are asked to enter.
- ▶ Seating plans are displayed on the Exams notice board in the Bridge Hall.
- ▶ You should be quiet and listen to all instructions given to you.

If you don't know where you are sitting

- ▶ If you don't know where you are sitting you can find this out by looking on your exam timetable, the Exams notice board in the Bridge Hall or on the seating plan outside of your exam room.
- ▶ DO NOT go into the exam room until you know where you are sitting. Individual names cards are on each desk.
- ▶ If you have lost your timetable you can find a general copy on the St Francis website.

Behaviour- As you enter the exam rooms.

- ▶ As soon as you enter the exam rooms you are under exam conditions.
- ▶ This means absolute silence.
- ▶ You should not signal or make any attempt to communicate with another student, this includes turning round. You will have had time to wish each other luck whilst waiting to be called into the exam room. Any communication can, and will be, considered malpractice and will be reported to the exam board.

Behaviour- In the exam hall

- ▶ When you are sitting your exam you should remain silent.
- ▶ You should not turn around - this will be taken as an attempt to cheat.
- ▶ You should not make eye contact with any other student.
- ▶ If you require help you should raise your hand and an invigilator will assist you.

Behaviour - In the exam hall

- ▶ Under no circumstances should you get out of your seat without permission.
- ▶ When you leave the exam room you will do so in silence. There may still be students working.
- ▶ You must remain under exam conditions until you have collected your belongings and have left the exam area - this applies to walking across the quad as exams may still be running in the Gym, and when you leave via main reception, exams may still be running in other rooms.

What to do if the fire alarm goes off

- ▶ If the fire alarm goes off you must await instruction from the invigilator.
- ▶ You must not get up until told to do so.
- ▶ The time remaining will be paused and will resume when you re-enter the exam room.
- ▶ You must remain in silence at all times, during external exams our assembly point will be on the field. During mocks we join the rest of the school on top yard.

What to do if you have any problems

- ▶ You should raise your hand and an invigilator will approach you.
- ▶ You must talk quietly to the Invigilator.
- ▶ The Invigilator cannot help you answer a question or explain anything about question to you.
- ▶ Please make sure you go to the toilet before you enter the exam room, you are only allowed to leave the exam once it has started in extreme circumstances and you will have to be supervised. No one should leave the exam hall within the first hour of the exam, unless there is a serious medical problem.

What time should I get to my exam?

- ▶ You should be lined up outside the correct hall/room 15 minutes BEFORE the start time of your exam.
- ▶ Please make sure you ALWAYS check your FINAL timetable to confirm the correct start time.

Policies and exams documents

- ▶ All policies and data protection information can be found on Firefly and the school website under 'Examinations'.
- ▶ These pages will also include an overview of the main exam timetable and information regarding the collection of results and other useful exam information.

LASTLY

- ▶ Any issues, problems and/or concerns please see Miss Kubicek straight away.
- ▶ Try to relax and stay calm.
- ▶ GOOD LUCK!!

