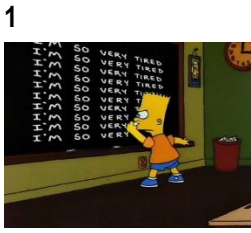


How To Conduct Yourself in GCSE and A-Level Exams



1
You must be on time for all of your exams – read your timetable carefully.

2
If you are running late for any reason you need to get in touch with the college as soon as possible.

You can call or email the Absence Hotline



3
Morning sessions begin at **9.00am**
Afternoon sessions begin at **13:30pm**

You should try to **arrive at least 15 minutes** in advance of the start time to get ready and to be seated.



Listen to what the invigilator is saying to you at all times.

4
Possession of a **Mobile phone** or **any other electronic device** that can connect to the internet is strictly prohibited, and they are not allowed inside the exam hall *even if they are switched off*. You are also not allowed to have in your possession any analogue or smart watches. These must be taken off and put away before you enter the exam room.

If you break these rules then it could result in disqualification from you exams.

You must not become involved in any unfair or dishonest practice in any part of the examination.



Possession of any unauthorised items is breaking the rules – even if you have no intention of using them.

5
You are allowed to bring in water in a clear plastic bottle – the label **must** be removed.



No food is allowed in the examination room.



6
Your pencil case should be clear plastic, and remember to bring a black pen and a few spare.

No correcting pens, highlighters or gel pens should be used in your answers.



You **must not** borrow anything from another candidate during an exam.

7

Once you are **inside** the exam room you should not talk to anyone else – you are now under **strict examination conditions**.

You should not turn around but face the front of the room and listen carefully to the invigilator.

You need to understand that **cheating in any form will not be tolerated**.

If you have a question before or during the exam – raise your hand.

Do not talk or try to communicate to anyone other than an invigilator once an exam has started. If you need a piece of equipment the invigilator will try to help you.



9

If you use a word processor in exams make sure you put your candidate number, centre number and your name at the start of every exam both on the screen **and** on the examination paper. Follow the instructions for the end of the exam carefully.



10

Make sure you have the correct paper in front of you – if not speak to the invigilator. Read the paper carefully and follow the instructions.

Put your name, candidate number and centre number on the answer booklet or paper and any additional sheets you use.

Cross through work you do not want marked.

Sit at your desk once the exam is over until you are told to move.

If there are people who have still to finish be quiet and respect them.

Do not remove anything from the exam room other than those items you brought in.



Be well prepared, arrive in good time and follow the rules.

Good Luck!