



## Exam Notes – Things you should know

Make sure you go to bed at a reasonable time the night before. Set your alarm and allow yourself plenty of time to get ready.



**It is your responsibility to ensure you know your seat number in plenty of time.**

Make sure you have all the equipment that you need for your exam. **DO NOT USE BLUE INK PENS; ONLY USE BLACK INK PENS.** Ensure you have a pencil, eraser and ruler and have spares of everything. If you think you might need something, bring it, you can place it under your chair if you don't need it/are not allowed it. Graphics calculators and those with a USB port are not permitted. Calculators should have their covers/lids/cases removed. Any stored data must be cleared before the exam begins.



**ALL EQUIPMENT SHOULD BE CARRIED IN A CLEAR PLASTIC PENCIL CASE OR CLEAR PLASTIC BAG.**



Trips to the toilet during exams are permitted only in exceptional circumstances – please visit the toilet before each exam.

Clear plastic bottles of water may be taken into the exam room, however all labels should be removed. No food/chewing gum is permitted.



***\*\*Because of the wider availability of smartwatches, no wrist watch of any kind is now permitted in examinations\*\****

Under no circumstances are you allowed to take in mobile phones, iPods, MP3/4 players, any kind of watch **including wrist watches**, iwatches, smart watches, any potential technological/web enabled sources of information, any electronic communication/storage device or digital facility. It does not matter whether the device is switched on or not – you are forbidden to have these items *in the exam room. Failure to comply with this will result in your papers not being marked.*



Arrive to the exam room in total **SILENCE**. Whilst you are in the exam room – **DO NOT RISK** your paper not being marked by talking or communicating. You must remain silent from the time you set foot in the exam room until you have left. Some students may still be working when you leave – be courteous by remaining silent until you are well away from the exam room.

If you attempt to communicate whilst in the exam room your paper may not be marked. 'Communication' includes turning around, attempting to make eye contact with another student, as well as smirking, smiling, talking, making persistent noises, clicking pens etc.

**Do not be drawn into communication by other students.**

If you have a question or a problem, put your hand up and wait for an Invigilator to come to you



Make sure you read the question and all instructions – be certain that you know what the question is asking for and answer in the correct place on the answer sheet. Make sure you complete all information asked for on the front of the answer sheet. Do not risk your paper not being marked by not completing the answer sheet correctly. It is your responsibility to ensure that your writing can be read by the examiner/marker.



Be aware of the time – pace yourself and try to leave time at the end of the exam to go back and check your answers

Full instructions about exam rules here: <https://www.riddlesdown.org/examinations>