

Notice to Candidates

Please make sure you follow these procedures in order to make the exams go as smoothly as possible for yourself and everyone else:

- look at your timetable each morning to make sure which exams you have to attend.
- arrive at your exams **at least 10 minutes before** it is due to start.
- come to each exam properly equipped - for all exams, you will need to have a **black biro** (plus a spare), a HB pencil, a ruler and eraser; for some exams you will need more equipment such as a calculator, protractor, compasses and colouring pencils. **You are not allowed to use gel pens, correcting fluid or correcting tape.**
- all equipment must be carried in a clear pencil case or clear plastic bag.
- do not take any bags, books or papers to your desk, even in your pockets.
- **you must not take mobile phones, ipods, MP3 Players or any other electronic equipment, including any associated wires/ear-pieces, into the exams.**
- do not talk or try to communicate with other candidates once inside the examination room - you will run the risk of being sent out and having your papers cancelled - your parents will be informed and a **report will be sent to the examination board.**
- you will not be allowed to leave the examination room until the examination has finished, even if you finish early - so do lots of revision to make sure you have plenty to write about!

If you have any problems, speak to your Form Tutor or to Mr Hall, the Examinations Officer.