





# EXAM RULES & REGULATIONS

<b>Read Exam guidance &amp; regulations on the academy web site</b>		
Individual Exam timetables will be given, detailing exam venues and seat numbers	Check that your name is correct and entries have been made for all your subjects – If incorrect, inform the Exams Officer	<b>Keep timetables safe, if they are misplaced, please ask Exams Officer for a replacement</b>
<b>Day of the Exam</b>		
<b>1/ Check Exam timetable for venue and seat number</b> <b>2/Remember, be at the venue at:</b> <b>Morning exams 8.45am</b> <b>Afternoon Exams: 12.45pm</b> <b>3/ Go to the toilet before exam</b>		
	<b>1/ Turn mobile phone off, <u>NOT</u> on silent</b> <b>2/Remove Watch, lanyard and empty pockets</b> <b>3/Take off coats</b> <b>Mobile phones, watches, lanyards, notes, bags -<u>ALL these items to be put in school bags</u> or handed to invigilator</b> <b>Coats / bags in container for exams in sports hall</b> <b>Coats and bag in Gym lobby for gym exams</b>	
<b>Items Allowed in the exam Room</b>		
<b>1/Clear water bottles with NO labels</b> <b>2/ Clear pencil cases</b> <b>3/ Personal calculator, without the back cover and reset by the invigilator</b>	Medication: Alert the invigilator	
<b>Entering the exam venue</b>		
<b>1/ <u>Quietly</u> sit at nominated seat.</b> <b>On the label, <u>check</u>:</b> <b>1/ seat number</b> <b>2/Name spelt correctly</b> <b>3/Correct exam details</b> <b>Check pockets for Mobile phones, watches, lanyards, notes in pockets and hand in if in possession</b>	<b>If question paper on desk: <u>DO NOT OPEN</u> until advised to do so</b>  Follow Exam rules and guidance- <b><u>NO</u> COMMUNICATING with others</b>	
<b>Start of Exam</b>		
Invigilator / Exam officer will read the rules and guidelines  	<b>1/Black pen only, pencil for drawings and graphs</b> <b>2/Write clearly</b> <b>3/Put a clear line through if you do not want work to be marked</b> <b>4/All rough work in answer booklet. Additional paper is for answers only and will be submitted to the board</b> <b>5/Highlighters can be used in questions NOT in answers</b>	<b>6/READ instructions on front of question paper</b> <b>7/Everyone will stay for FULL duration of Exam</b> <b>8/Remain QUIET and seated until ALL papers have been collected and you have been permission to leave the room</b> If fire alarms sounds, stay seated and await further instructions