

EXAM DAY CHECKLIST

Before the exam:

- Make sure you know:
 - the date, time, duration and location of each exam – maybe write these details on a calendar or planner.
 - who to contact at school or college in case there is an emergency that makes you late or unable to sit the exam.
 - be prepared with what equipment you will need for each exam

What you will need:

- a clear pencil case.
- black pens – bring at least two. Gel pens are not allowed.
- an approved calculator.
- appropriate equipment such as a ruler, protractor or compass for relevant exams.
- a clear water bottle if you decide to take one in – it must not have a label.

What you cannot take into the exam:

- a mobile phone or any other electronic device.
- any type of watch (this includes analogue, digital and smart watches)
- any revision notes.

Other important information

- Be on time! If you are late, you will disrupt others and may not be able to sit the exam.
- Listen carefully to what the invigilator is telling you. If you are unsure of anything, raise your hand and wait for the invigilator.
- If you need additional answer sheets, raise your hand and wait for an invigilator to provide you with one.
- If you need to use the toilet or are feeling unwell, raise your hand and wait to be escorted from the exam room.
- Don't talk or try to disturb other candidates once the exam has started – this can lead to disqualification.
- Don't leave the exam room until you have been given permission to do so.