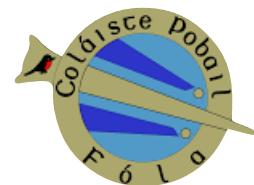


Exam Procedures



- Full uniform for exams, not PE uniform.
- Be on Time for exams, be at exam room 10 minutes before the exam starts.
- You must all the necessary items for exams, pens, pencils, calculators, and maths sets.

During the exam;

- Students should not be sitting side by side, ensure adequate space is between yourself and the next person.
- There is no talking during an exam.
- You must raise your hand to ask a question.
- Toilet breaks will be noted on exam papers.
- Students will be advised to use the toilets before exam where possible to prevent disruption to other students.
- Teachers will take a roll of students present/absent on cover sheet.
- Students will not be permitted to leave before the exam time is up. I.e if an exam is 9:00 -10:30 students must remain in seats until 10:30
- Students must come in for the correct time of exam. If students do not have an exam in the morning, they may remain at home until their next exam. I.e Be here for exam sessions only. Please ensure permission slip is completed by parents for this.
- If there is a short break i.e 15/20 minutes students will **remain in the exam room**. Make sure to **bring a packed lunch** for the days where you have a short break
- Students are responsible for checking their timetables to make sure they are on time for exams. It is available on the school website.

