

Trial Examinations

January 2018

- All pupils must be outside the examination room at least 5 minutes before the published start time. If you are not sitting an examination you must go to the supervised study session as instructed.
- All pupils should wait quietly outside the exam room until called in by the invigilator.
- Pupils must be silent once they enter the examination room.
- **Mobile phones, electronic equipment, mascots, school bags etc. MUST NOT be taken into the examination room even if revising. No food or drink is allowed in the Exam Room.**
- Exam candidates must not take any books etc. into the examination room unless specified by the subject teacher.
- The only items allowed on the desk during an examination are:
 - the question paper
 - the answer paper
 - any other items issued for use during the examination
 - writing equipment in a **clear** plastic case/bag.
- Tippex, or any other form of ink eraser, may **not** be used.
- Candidates for whom English is not a first language may provide their own 'paper' dictionary (not an electronic translator).
- Whether taking an exam or revising, pupils should stay in their seats at all times.
- Candidates will be given a 10 minute warning at the end of the exam (there will be no such warning in the Summer exams). When instructed, pupils must stop working immediately and place their pens on their desks.
- Pupils that finish the examination early must sit quietly and wait for the examination to end. Papers may not be handed in early.
- At the end of the examination pupils should stay in the exam room until dismissed by the invigilator.
- Once dismissed pupils should leave the examination room in silence, as others may still be working.

WARNING

There must be no communication with other candidates from the time the invigilator begins to give out the question papers until the time that **all** scripts have been collected in. If any candidate speaks to another or tries to communicate with another in any way, the candidate's marks will be cancelled. Any other forms of cheating will be treated in the same manner.