

Exam Reminders for Candidates

Candidates Must	Candidates Must Not	General Notes
<ul style="list-style-type: none"> • Arrive at least 10 minutes prior to the start of the exam; • Wear the correct school uniform; • Enter the exam room in silence; • Hand in all notes and potential technological/web enabled sources of information such as iPods, smart watches, mobile phones, mp3/4 players or wrist watches with data storage devices on entry to the exam room; • Provide their own equipment for example pens, pencils, calculators, using a transparent pencil case or clear plastic bag. Calculators must be clear of anything stored in its memory; • Check that they have the correct question paper and tier and that they have all materials detailed on the question paper e.g. a working calculator, anthology; • Write clearly and in black ink, except for multiple choice questions, drawings and rough notes where pencils may be used. Any rough work must be carried out on the exam paper and crossed through with a single line – no separate paper can be provided for this purpose; • Write their name on the exam paper and any additional sheets, using their legal name and any middle names; • Remain in silence at the end of the exam until all exam papers have been collected • When advised to do so by Invigilators they must leave the exam room in silence and remain silent until well away from the exam room as other candidates will often still be taking exams. 	<ul style="list-style-type: none"> • Have anything written on their hands/arms; • Bring food into the exam room. They may however bring water into the exam in a clear see-through plastic bottle with no label on it; • Attempt to communicate with, or distract, other candidates; • Write inappropriate, obscene or offensive comments or draw graffiti on the examination papers; • Use correcting pens, fluid or tape, erasable pens, blotting paper, highlighters or gel pens in the answers; • Wear charity wrist bands; • Leave before the official finish time. 	<ul style="list-style-type: none"> • Candidates who disobey the exam board regulations may find themselves disqualified from one or more exams; • Candidates who know they are going to arrive late, or are ill, or who cannot attend for some reason must telephone the school. Absence on medical grounds MUST be followed by either a Doctor's note within 7 days of the exam; • Any candidate who arrives late (after the exam has started) must sign in at Reception and then go straight to the Exam Officer, Mrs Whitehead, who will arrange a late start if possible. This may not be possible for short exams, and for longer exams the full time cannot be guaranteed. Exam boards will refuse to mark a paper where candidates arrive very late; • Any candidate needing the toilet WILL be accompanied by an invigilator. No extra time will be allowed for this; • In the event of the fire alarm sounding, candidates must follow the instructions given by an invigilator. • Budmouth Academy follows the examining body rules and expects all students to abide by those rules.