

A STUDENT GUIDE TO DO'S AND DON'T'S IN THE EXAM VENUE



DO...

- Arrive at the venue at least 15 minutes before the start of the exam
- Make sure that you know your seat number before you enter the exam venue
- Enter the exam venue in silence
- Leave your bag and personal belongings in the place indicated by the invigilators
- Make sure your mobile phone is switched off and either left in your bag or handed to an invigilator for safe keeping
- Check your pockets; make sure you do not have any unauthorised notes, materials, electronic aids or smart devices on your person. Hand any unauthorised materials to an invigilator before the exam starts
- Bring your own writing and drawing equipment
- Bring a clear, unlabelled bottle of water to help keep you hydrated during your exam
- Place your ID card, face up, in the top right hand corner of your desk
- Place your non-smart watch on your desk in the bag provided
- Complete the attendance slip and place it in the top right hand corner of your desk
- Write clearly, in pen and in English (unless another language is specified for the exam)
- Complete all rough work in the booklets provided, cross through any work that you do not want to be marked
- Raise your hand and wait for an invigilator if you have a query, need to use the toilet, would like to borrow a dictionary, require more stationery or wish to leave your exam early (you can only leave after 30 minutes and before the last 15 minutes)
- Inform an invigilator if you feel unwell at any time during your exam
- Make sure that when you finish your exam that you have completed all the required details on the front cover of the exam answer book
- Remain at your desk at the end of the exam until your answer booklet/paper has been collected by an invigilator and you have been told to leave
- Leave the examination quickly and quietly and remember to take all your personal belongings with you