







Student Exam Check List

	<p>Upon entering the exam room, bags, coats and scarves should be left outside of the room. Because of this, there are some things to be considered – money, keys, valuables etc. Please ensure your bag is not left open. Better still; do not bring any valuable items to school during exams.</p>
	<p>Mobile Phones – Students must not have mobiles phones in their possession during exams (either on or off). They should be handed in upon entering the exam room to the invigilators for safe keeping during the exam. This is very important – if a phone is found, there is a good chance that your whole exam will be cancelled. You should also not have watches, MP3/4 players, iPods, Walkman or any other technological device in your possession.</p>
	<p>When instructed to do so, you should complete all your details at the top of the exam papers (your name, your exam / candidate number, Centre number, signature etc). You should read and complete your exam paper as instructed. (Please Note: our Centre Number is: 20430)</p>
	<p>No sweets or food are allowed in the exam rooms.</p>
	<p>Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle. No other drink bottles are allowed.</p>
	<p>If you are ill and are unable to attend an exam, it is important you phone the school first thing in the morning (01676 540218) to inform us of your absence. You must also provide a note detailing the reason for your non-attendance for your exam.</p>