

## Examinations – 2015

### Invigilators

The people responsible for supervising the exams are the 'invigilators'. You must follow any instructions you are given by the invigilator.

- ▶ Arrive 10 minutes before the start time.
- ▶ School uniform must be worn.
- ▶ Check your seat number prior to entering the venue
- ▶ Make sure you know your candidate number

### Prohibited Items

- ▶ Mobile phones/WAP enabled phone
- ▶ Music/MP3 players

*Mobile phones and MP3 players must be switched off and left at the front of the exam venue. They will be returned at the end of the exam.*

- ▶ Calculator – except in specific subjects
- ▶ Dictionary – except in specific subjects
- ▶ Pencil cases
- ▶ Books, notes, sketches

### Improper Conduct

- ▶ Possessing prohibited items
- ▶ Disruptive behaviour
- ▶ Using offensive language in answer booklets
- ▶ Copying
- ▶ Plagiarism

### Absence

If you are prevented from sitting the exam by illness you should contact the school straight away.

### Lateness

If you are late for an exam you **cannot** enter the exam venue. You must report to the school office and a member of the Senior Management Team will be contacted.

### Studying in School

You are welcome to use the school study room during the exams.

Remember other classes are still working so corridor wandering will not be tolerated.

**You wear school uniform for all exams and also anytime that you are in the building to study.**