



RULES FOR MOCK EXAMS

- > You **MUST** have your lanyard – if you do not have it, we will not let you into the exam
- > You **MUST** sit in the correct seating plan. Your name card will be on your desk.
- > You **MUST** be in correct uniform
- > You **MUST** have all your equipment that you will need this could include calculators (without the cover), **BLACK** pens, spare pens, ruler, pencil etc.
- > Your pencil case **MUST** be clear, please only bring in the necessary equipment.
- > If you bring in a water bottle it **MUST** be clear
- > You **MUST** listen to the invigilators instructions at the start
- > You **MUST** read the instructions on the front of the paper and fill in the information accurately
- > You **MUST NOT** have your mobile phone or **ANY** electrical devices on you- that includes smart watches, headphones
- > You **MUST NOT** have any of your notes in your pockets
- > You **MUST NOT** look around the exam room – focus on your own desk and your own work at all times.
- > You **MUST NOT** leave anything of value in your bag including money – hand it to your Head of Year before the exam
- > You **MUST NOT** wear a wrist watch of any kind.

IF...

- > If you are too ill to do your exam you must contact the school as soon as possible
- > If you think there is a problem with your exam paper raise your hand and tell the invigilator – you **MUST** continue with the paper you have been given
- > If you think you see someone else cheating raise your hand and report it to the invigilator
- > If you need to leave the room for the bathroom or if you are feeling unwell raise your hand and tell the invigilator. You will be escorted to the appropriate place.
- > If you think you have finished go back and check your work thoroughly – can you read your writing? Have you checked the spelling and grammar? Have you crossed out anything you do not want to be considered as part of your answer?

