





In-Class Exam Do's and Don'ts

 Do ...	 Don't ...
<ul style="list-style-type: none"> ✓ Make sure you know when your exams are, use the individually printed timetable. Keep this with you. ✓ Make sure know your class venue. ✓ For line up quietly outside your classroom. ✓ Arrive early for your exams. ✓ Come properly equipped for your relevant exams. Your teachers will advise you about the equipment to bring. 	<ul style="list-style-type: none"> ✗ Bring mobile devices into the exams ✗ Break any examination rules. Once in the classroom you are under exam conditions. You will be disqualified if you break these rules. ✗ Communicate with other students during exams. This means no talking, no turning around or looking sideways. ✗ Arrive late for the exams. ✗ Bring any food into the classroom.



FREQUENTLY ASKED QUESTIONS

What should I do, if I have a particular exam, but it is not on my timetable?

Please see your Pastoral Manager immediately.

I am doing a particular subject, but I do not have an exam timetabled for it. Why is this?

For some subject you do not have exams, but your teachers will still provide an assessment a project you are asked to complete or because they will assess you in other ways.

What should I do if I am running late?

Inform the school immediately by speaking to your Pastoral Manager.

What should I do, if I am ill?

If you cannot attend the exam through illness then your parents must notify the school by speaking to the Pastoral Manager as soon as possible, preferably well before the exam start time. A doctor's note must be provided for your absence.