

Internal Exams

Instructions for Pupils

It is important that you follow the guidelines below for sitting exams so that you learn what is expected when you begin to sit formal exams at GCSE in future years.

During the school exams you must:

- follow the exam timetable and arrive to the exam room on time. Leave your schoolbag in the exam room all day.
- be silent throughout the exam session
- not distract another pupil – if you have a query, put your hand up and wait to be asked by the invigilator
- complete all exams in **black** pen
- bring your own equipment - black pens, ruler, pencil, sharpener, rubber, and colouring pencils as well as all necessary Maths equipment. (You may also bring a bottle of water to help with concentration, but the label must be removed.)
- not use Tip-pex or highlighters (underline key points)
- place your phone or other SMART device on the teacher's desk at the start of every session
- not cheat
- not write anything inappropriate/abusive on the exam paper or deface it in any way.
- bring revision materials with you every day – depending on the length of an exam there may be an opportunity to look over notes before it starts so you should have the work for that subject with you. Also, you will be expected to bring notes to revise during the allocated revision sessions in order to prepare for your next exams.
- attend school unless an absence is absolutely unavoidable. (Anyone who is absent for an exam will still be required to do the exam when they are back in school.)

Finally, please remember we just want you to do your best. If you need further guidance or support, speak to your Form Teacher.