

Exam Check List

BRING ID WITH YOU

Must be visible on your desk



Aim to **arrive at college 15 minutes prior to an exam AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



You should bring pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **You must only use BLACK pens**, and not gel pens, and pencils – this is because many of the exam papers are now scanned and sent electronically for marking – inks other than black and any colour gel pens do not scan well.



In an exam where you have the use of a **calculator, you need to bring one with you**. This should not have a calculator cover nor should the calculator be programmable.



When taking exams, **bags and coats must be left at the back of the room**. The College is not responsible for these items. If you are concerned about the loss or damage to your property, you are advised to not bring it with you to your exam.



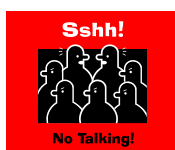
Students must not have mobiles phones in their possession (either on or off). They must be placed in a bag at the back of the room. Under no circumstances can they remain in your pocket.



You should not have any digital devices in your possession. Strictly this is defined as **“NO MOBILE PHONES, SMART WATCHES, IPODS, MP3 PLAYERS, PAGERS OR ANY OTHER PRODUCTS WITH TEXT/DIGITAL FACILITIES”**



Watches must be placed on your desk. They can't be worn.



There is absolutely no talking or communication allowed between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



Please dress sensibly for the exam. The temperature in the exam room can fluctuate enormously during the time. Make sure that you are comfortable and that you have dressed in layers that can be put on or taken off.



No food allowed in the exam hall. (If you have a special requirement – please see the Examinations Officer before the exam starts – this includes cough/throat sweets etc.)



Water bottles are allowed in the exam hall if necessary. These should be **clear** bottles with a spill-proof cap. **There MUST be no label or writing on the bottle**.