

# EXAM CANDIDATE GUIDELINES

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Centre number:	27172
Your candidate number:	

## Essential Equipment:

Several working black pens, pencil, pencil sharpener and eraser, ruler, calculator and spare batteries (except when doing a maths non-calculator exam), prescription glasses in clear case and essential personal medication such as inhaler.

## Other optional equipment:

Coloured pencils, compass, protractor, a drink in a clear bottle with NO label. Standard wrist watches must be removed and placed on your desk.

<b>DO NOT bring</b> – mobile phone, smartwatch/watch with data storage, MP3/4, gel pens, correction fluid, notes, books.
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## BEFORE EXAM:

- Check your online timetable regularly in case there are any changes.
- Avoid dangerous activities/sports where you may injure yourself and be hampered in your exam.
- Dress appropriately (school uniform when required) **multi layered so you can adjust your temperature if needed**. Some venues in the summer can get hot so, BE PREPARED.
- Get a good night's sleep the night before and **arrive in plenty of time (at least 10 minutes before start time)**. Wait quietly outside the venue and listen for instructions.
- Relax!

## Entering venue:

Leave your bag in your locker if possible. Only bring what you need to the Exam. Your allocated seat will be indicated on your timetable. Listen for instructions on when to enter.

When inside the venue you are in exam conditions: **do not talk**. Find your seat quickly and quietly. There will be a card/label with your name on it on your desk so you can **check you are in the right place**. Sit down and wait for further instructions.

## In your seat:

- Check you are in correct seat (check the card/label)
- Check you have got the correct exam paper
- Check you have an answer book if needed and have **foundation or higher** as appropriate.
- Check you are warm/cool enough, can see what you need to see (clock, notices). Tell invigilator if you are unhappy.
- Check you have all your essential equipment and any needed for that exam (outlined on the front of the paper)
- Check you have not brought anything inappropriate in to the exam and **give it up to the invigilator** as soon as possible.
- Listen to instructions from invigilator and start when told to.

## When you finish:

If you still have a lot of time left, check your work and that you have answered ALL questions and **not turned over too many** pages at once etc.

Check front is filled in correctly and extra pages are firmly attached.

Wait quietly for exam to finish and to be dismissed

## AFTER EXAM:

LEAVE QUIETLY as others may still be doing an exam either in the room you are leaving or in another venue.