



Reminder to all candidates

Instructions - on the day of the exam (Exam Notice Board)

- On arrival you will need to sign in and present your passport / driving licence/ birth certificate to staff
- Mention your full name on arrival as written on your passport / birth certificate **(nicknames are not accepted)**
- You must bring a school bag / rucksack (no plastic carrier bags) to put your belongings away
- Be prepared before you enter
 - Phones must be turned off and put away in your bag
 - Empty your pockets put everything away in your bag
 - Pencil case must be ready in your hand
(labelled with your full name and candidate no)
 - Clear plastic water bottles with only water and no label
(Glass bottles not permitted)
 - No chewing gum or food
- You must not talk to other candidates in the waiting room
- You must not talk in the exam room; raise your hand and whisper.
- When you have finished your exam, you must wait till your finish time, you may be let out early on centre discretion.
- If you are being supervised for lunch, you can access your textbooks from you bag, you will not be allowed access to your phone or any other device.
- You must sign out when you leave
- Be respectful and kind we have a Zero Tolerance Policy