

Information - Year 10 Internal Exams

Invigilators are people who are employed by the school to run exams. For your internal exams, there will be a mixture of invigilators and teachers running your exams. Make sure you know where your exams are and go straight to the exam room promptly. Seating plans are posted daily on the Exams Noticeboard next to the Hall.

- **Bring everything you need for the exam;**
 - Pens, pencils, sharpener, eraser, compasses, ruler, protractor, calculator, highlighter, etc.
 - This includes a BLACK pen and a spare. **Note, only BLACK pens are allowed in exams**, not blue.
 - Make sure your calculator is in good working order, removed from its case and the memory is clear.
 - Correcting fluid is not allowed – do not bring it into an exam room.
 - Highlighters / gel pens cannot be used in answers, but may be used to highlight key points in questions.
 - Pencil cases, if any must be made of clear plastic. Drawing equipment must also be in clear cases – tins are not allowed. If you prefer, put your equipment in a clear plastic bag.
 - Although invigilators have some spare equipment, there is not enough for all.
 - Bags, coats etc., must be left outside the exam room.
 - If you wear glasses, please bring them with you, but leave the case outside the exam room or hand it into an invigilator as you enter the room.
- **Mobile phones, watches & all other electronic devices are strictly forbidden.** Do not bring them into the exam room.
- Research suggests that drinking water during an exam can improve grades!
 - Water can be taken into the exam room as long as it is contained in a clear bottle from which all labels have been removed.
 - Bring water, not juice or squash which can stain exam papers.
 - Keep water bottles on the floor to avoid spillage on exam papers.
- **Do not attempt to communicate with other candidates**
 - Candidates should be silent from the point at which they enter the room.
 - You should always face the front of the room – do not look around at other candidates.
- At the start of the exam
 - Make sure you know where you are sitting (seat numbers are given on your timetable or check the seating plan on the exams notice board). Room changes will be posted on exams notice board.
 - Desk labels show your name, candidate number and the paper you are taking. If it doesn't show the correct paper, tell an invigilator immediately.
 - Listen carefully to all announcements.
 - Fill in the front of your paper carefully with ALL the information requested, IN CAPITAL LETTERS. Make sure you use your formal exam name as printed on your desk label. Take similar care if you use any extra answer booklets.
 - Invigilators are there to help – if you have any questions, raise your hand and one will come to you.
- **Do not damage exam desks**
 - Seating plans are kept for all exams. Any candidate found to have written graffiti on an exam desk will be subject to school sanctions and expected to pay for the cost of repairing the desk.
- Keep an eye on the time
 - Invigilators are not allowed to warn you that the end of the exam is approaching.
- At the end of the exam
 - You must remain at your desk until the end of your exam.
 - If you finish your paper early, check your work thoroughly until the exam finishes.
 - When the invigilator announces the end of the exam, put your pen down and close your answer book.
 - Wait patiently until all papers have been collected then you will be dismissed, one row at a time.
 - Collect your belongings silently then return to your lessons.
 - **You must remain silent until you have left the area outside the exam room – there may be exams continuing in the room.**