



**Rules for conduct during examinations**

- Please read the timetable very carefully, as it is **your** responsibility to turn up at the correct time and location for each examination.
- You should be outside the hall **10 minutes** before the start of an examination.
- You must know your seat number before coming into the examination hall. Check the seating plans which will be pinned up outside the hall before each examination.
- School uniform must be worn and the dress code must be followed.
- Schoolbags should be left either at home or in your locker/cloakroom areas.
- There must be no talking in the examination hall.
- You must stay for the full period of each examination.
- You must not be involved in any dishonest practice in an examination. This will lead to disqualification.
- No pencil cases allowed unless the contents are visible.
- Only the use of **BLACK** pen is permitted.
- No tippex or correcting fluid is to be used.
- Make sure that you have the equipment needed for each examination e.g. calculator, ruler, etc. No borrowing will be permitted.
- **MOBILE PHONES SHOULD NOT BE BROUGHT INTO THE EXAMINATION HALL.**
- You must listen to the invigilator and obey instructions at all times.
- No food or drink is allowed in the examination hall.
- **If you have to spend time in school either before or after an examination, it is to be used as study time. Please go to the designated study area(s). As this may change on a daily basis, signs will be on display to tell you where to go.**
- Examination scripts/desks/desk cards must not be defaced in any way.
- Cheating will lead to zero marks.

