

Myton School – Exam Day Instructions

- Be **on time** for all of your exams. You should arrive at your exam room at least 10 minutes before the start of each exam so that you can be seated, registered and given any instructions before the exam begins.
- If you are **absent** on the day of the exam please telephone the school as usual and ask the Receptionist to advise the Exams Manager that you will not be coming in.
- Only take into the exam room the **equipment you need** for the exam:
a clear/transparent pencil case with at least 2 x black pens, pencil, eraser, sharpener, ruler, protractor, pair of compasses, scientific calculator (with the lid removed), highlighter pen.
- You must write clearly in **black ink** and any diagrams must be drawn clearly in HB pencil.
- Remember to bring a **scientific calculator** (with the lid removed and left in your bag) for all subjects that require one – not just Maths and Science!
- You must remember to bring **your own equipment**. You cannot borrow equipment from another candidate during an exam.
- You may bring in a bottle of **drinking water** in a clear/transparent plastic bottle (with any labels removed).
- Switch off your **mobile phone** and leave it in your bag. Take off your **watch** and leave it in your bag. **Empty your pockets** and leave any notes in your bag.
- As soon as you enter the exam room you are under exam conditions and must **remain silent**. Do not try to communicate with other candidates as this could result in disqualification from your exams.
- **Listen to the invigilator**. Raise your hand to alert the invigilator if you think you have been given the wrong question paper; if you are missing any materials required that are listed on the front of the paper; if you require additional answer sheets; if you are feeling unwell or if you need to go to the toilet.
- **Do not start writing anything until the invigilator instructs you to do so**. Do not complete the front of the question paper until the invigilator instructs you to do so. Do not open the question paper until you are instructed the exam has begun.
- **Learn your exam/candidate number** and remember to write it on all your answer sheets. Do not write it on your hand because any writing on your hands is against the regulations and will need to be washed off before you enter the exam room.
- **Write within the designated sections** in the answer booklet. Do any rough work on the exam paper and cross through any work you do not want the examiner to mark.
- Write your name and exam/candidate number on any additional answer sheets that you use. When you have finished your exam, you must put any additional answer sheets in order and place them **inside the front cover** of the answer booklet.
- You are under exam conditions throughout the exam, even when your papers have been collected. You must **remain silent** until you are outside the exam room.
- When you are dismissed please remember to **be considerate of others** when you leave the exam room, as some candidates may not have finished their exam.

If you have any queries please speak to the Exams Manager or email exams@myton.co.uk