



Expectations for Conduct in Examinations

- You **must** be on time for all of your examinations.
- **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination / qualification.

Unauthorised material includes, but is not limited to, mobile phones; wearable tech (such as AirPods, smartwatches, fitness trackers), wrist watches, notes or revision material, calculator lids with functions or formulae printed on them.

- **Water bottles** may be taken into the examination room, provided they are clear and free of labels / writing / logos.
- **Stationary** should be in a **clear pencil case**. If you do not have a clear pencil case, then a clear bag is an acceptable alternative. You are advised to bring a couple of spare pens / pencils with you.

The correct pens for use in examinations are important. Examinations should be completed in **black ink**. Erasable inks and correction fluid / tape are not allowed. If you make a mistake neatly cross through and continue your answer. Any crossed out work such as mistakes or planning will not be marked.

- You **must not** talk to, attempt to communicate with, or disturb other candidates once you have entered the examination room. Communication includes not only talking, but hand signalling, face pulling, making noises or otherwise attempting to divert attention.
- You **must** always follow the instructions of the invigilator, especially in the event of an evacuation or lockdown event.
- You **must not** write anything on the examination paper or answer booklet until instructed to do so.
- You **must not** sit an examination in the name of another candidate. Please ensure you are sat in the correctly named seat.
- You **must check the paper** on your desk to ensure it correctly matches the paper listed on your timetable for the date and time of the examination. It is especially important to check you have the correct tier for mathematics, science, or language subjects.
- You **must not** become involved in any unfair or dishonest practice in any part of the examination.
- If you are confused about anything during the examination, speak to an invigilator.