

Pre Public Examination/External Examination **Students Preparation Guidance**

In order for the PPE/Examinations to run as smoothly as possible for all students, Please be aware and ensure that your student follows the guidance below.

- Students must arrive for examination on time
 - Students should line up outside their exam room/hall and wait in silence until they are asked to enter.
 - **Please ensure that students are aware of their room and seat number for each exam. Students are issued with individual timetables several weeks beforehand.**
 - **Don't bring mobile phone/iPod/iWatch to school on the day of exam**
ANY STUDENT FOUND IN POSSESSION OF A MOBILE PHONE/IPOD/IWATCH DURING AN EXAM WILL BE DISQUALIFIED
 - **Students wrists must be completely clear during the examination. Watches of any sort are now not allowed in examinations.**
 - Once students have entered the exam hall, exam conditions must be adhered to.
 - No food is permitted in exam hall/rooms (unless previously agreed to due to medical reasons).
 - Students may bring clear water bottles without labels on, containing only water (no juice/fizzy drinks) into the exam room.
 - **Students Ears must be completely visible during the examination. Long hair must be tied back and short hair must be tucked behind ears.**
 - Toilet breaks will not be authorised unless the exam is longer than two hours, please remind students to use the toilet facilities prior to entering the examination. The only exceptions to this are if you have a toilet pass, which must be shown to the invigilator present, or if the student is unwell.
 - Students will not be allowed to leave the examination hall or room until the full duration of the exam is completed and an invigilator authorises them to leave.
- Thank you for your help in this matter.