



---

## YEAR 10 EXAMINATIONS 2019

---

Please read the following carefully:

1. Examinations take place in the sports hall, unless otherwise specified.
2. Pens, pencils, rubbers, mathematical instruments, calculators which you require for an examination must be contained in a **clear plastic bag**. Make sure that you have a spare **black pen** and that you check the batteries in your calculator. In an exam where you have the use of a calculator, you must not have the calculator cover on your desk.
3. **Do not write in gel pen or pencil**. You must write answers in black pen. Many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.
4. Any rough work that you do should be **ruled through and handed in** with your paper. You must not use Tippex.
5. Be on time and organised for each session. You are only allowed to take into the exam your plastic bag/pencil case. If you are not doing an exam, you should have any necessary revision material with you, take along plenty of revision to last the entire session. **Be prepared** – you may be allowed revision time before the exam begins.
6. You **must** follow the instructions of the invigilator.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
7. **Mobile phones** and should be switched off and handed in to the member of staff invigilating the exam. This is very important – possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification. **Interactive watches (e.g. Apple watches) are not permitted in the examination hall.**
8. **Sweets, chewing gum and any other food are not allowed in the sports hall.** You may bring a small bottle of water in to the exam room. These should be clear bottles with a spill-proof cap. There must be **no label** on the bottle.
9. **Nothing** should be left in the exam room at 4.00p.m. Put all rubbish in the bin and keep all areas tidy.