



EXAMINATION PROCEDURES - STUDENTS

- Students have the responsibility to check the examination timetable and ensure that they know when their examinations are being conducted.
- Students need to bring their own equipment to each exam: pens, ruler, calculator, pencils, eraser, sharpener and any other necessary and BOS approved equipment. This equipment must be in a clear plastic bag.
- Students are permitted to bring water in a clear drink bottle.
- All paper will be supplied for all examinations.
- All examinations will be conducted in the **HALL** unless otherwise specified. Music will be in the library.
- Students with Special Provisions will sit their examination in the **Library**
- Students need to arrive at least 10 minutes before the examination time. They should be waiting at the back of the **HALL** to allow entrance into the hall before the examination is due to start.
- Students are not permitted to have their mobile phones in the examination room, therefore they must be switched off and in bags.
- Electronic devices are NOT PERMITTED in the examination room. This means that you must remove all devices from your person and place in your bag.

STUDENTS MUST REMAIN SILENT FROM THE TIME THAT THEY ENTER THE EXAMINATION ROOM UNTIL THEY LEAVE THE EXAMINATION ROOM.

- All bags will be left at the back of the hall in a designated area.
- There will be reading time for all examinations. Students are not permitted to leave the examination early.
- Should a student need to go to the toilet, they should raise their hand and seek permission and will then be escorted to the nearest toilets by an examination supervisor.
- All examination papers are to be left in the examination room.

