

Ormiston Sandwell Community Academy

Exam Check List

STUDENTS please check on your examination timetable that you receive from the Academy that your **NAME IS CORRECT**, as this will be the name on your CERTIFICATES – Please let the exams office know if it is wrong.

IMPORTANT – Whilst waiting outside of the examination room ready for your exams to start **YOU MUST** wait **QUIETLY** and **ORDERLY**, start to empty paperwork out of your pockets and switch off **MOBILE PHONES** etc., then place these in your bags or hand into an invigilator.



Year 11, ALWAYS bring with you your Proof of Age Card, this will need to be placed on your desk in every exam.

External candidates – Photographs will be produced by the Academy.



Phones – **Students must not have mobiles phones in their possession** (either on or off). They can be handed in for safe keeping during the exam if necessary. This is very important – if a phone is found, there is a good chance that your whole exam will be **DISQUALIFIED**.



You should **not** have notes, pagers, MP3 players etc in your possession.



Aim to arrive at school 15 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with your journey.



When taking exams, bags and coats should be left at the back of the room or if you have a locker please lock everything away in there that you will not need.



STUDENTS MUST WEAR SCHOOL UNIFORM FOR ALL EXAMS. The temperature in the exam room can fluctuate enormously during all the exam seasons. Wear your Blazer with a jumper so that your Blazer may be taken on or off.

Sshh!

There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



You should bring a **BLACK** pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel pens** – this is because many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.



In an exam where you have the use of a calculator, you should not have a calculator cover on the calculator or on the desk.



No food allowed in the exam hall (if you have a special requirement – please see Mrs Cannell, Exams Officer, before the exams)



Only Water in bottles is allowed in the exam hall if it is necessary. These should be clear bottles, **remove any labels** and have a spill-proof cap, they must be placed on the floor by your desk.

**Striving for excellence in an Outstanding,
Successful, Caring, Achievement driven learning
environment.'**