



Summary of Exam protocol/routines

- Bags/coats should be left in venues or cloak room.
- You must have a black pen and your name badge.
- If you bring a bottle of water, it should not have any labels on it
- Pencil case should be transparent.
- Phones must be switched off and put into the clear wallets provided.

- **AM** exams **start at 9am**, you must go and get your attendance mark from subject teachers before going to breakfast.
- **PM** exams **start at 1pm**, you must go and get your attendance mark from subject teachers before going for lunch.
- You will need to be outside the exam venue 15 minutes prior to the exam as advised by your Head of Year/Subject teachers
- After each exam you must return back to your lesson.

If you do not have an examination – you MUST attend your usual lessons