

Brookfield Community School – Exams Etiquette

You **must** be on time for all your exams. AM sessions will commence at 9.00am and PM sessions will commence at 1.00pm. You are expected to be outside the exam room 10 minutes prior to the start of the exam. If you are late, you may not be allowed to sit the exam.

Possession of a mobile phone, watch, MP3/4 players or unauthorised material is **not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

All bags, coats, mobile phones etc will all need to be taken to H1A to be stored securely during your exam. Please ensure you drop off your bag etc in H1A 15 minutes prior to your exam start time. Someone will be in the room to receive your bags and also at the end of your exam so that you can collect them.

Only material listed on the question paper is allowed in the exam room.

You **must not** have on or near you any other material.

Check your pockets before entering the exam room and ensure you **do not** have any unauthorised items. You should check for items such as notes, books, paper, iPods, mobile phones and watches.

If you have any of these items you must hand them in to an invigilator now.

Any drinks bottles must be clear and have the labels removed and all sweets must have the wrappers removed.

For exams with books that are allowed, check that no notes or papers have accidentally been left inside and that you have the correct edition of the set text.

For exams where a calculator is allowed, make sure that the lid, case or cover of your calculator does not have printed formulas or instructions on it, and that it is placed under your chair. Also make sure that you have cleared anything stored in the memory.

Ensure you have all authorised equipment required for the exam, e.g. pen, pencil, calculator where allowed. Pencil cases are allowed however they must only contain the authorised equipment and they must be see-through. Remember: 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.

Do not borrow anything from another candidate during the exam.

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.

You **must** follow the instructions of the invigilator.

You **must not** sit an exam in the name of another candidate.

You **must not** become involved in any unfair or dishonest practice in any part of the exam. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.

If you are confused about anything, only speak to an invigilator.

If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

Toilet breaks will **only be** permitted for exams longer than 60 minutes unless there are extreme circumstances or a pre-advised medical condition or reason. Candidates will only be allowed to leave the room for a toilet break after the first 60 minutes of the examination and **must** be accompanied by an invigilator.

If you complete an exam before the end time you will not be allowed to leave the room until the exam has ended, therefore it is recommended you check your answers thoroughly and use all the time allocated.

Failure to follow the above guidance may lead to disqualification