

Sir Frederic Osborn School

EXAM REMINDERS- CHECKLIST

FULL SCHOOL UNIFORM TO BE WORN – if it is hot, blazers can be placed on backs of chairs, not used as pillows.

EQUIPMENT IN A TRANSPARENT BAG/CASE

- As least 2 BLACK pens
- Pencil, eraser, ruler, sharpener
- Calculator – with no lid/instructions
- Maths equipment: compass, protractor,
- Graphics: coloured pencils

WATER in transparent bottles, with labels removed can be taken into exam rooms.

ARRIVE IN OSBORN QUAD BY 8.45am for MORNING exams and 1.45pm for AFTERNOON exams

PERSONAL BELONGINGS notes, books, bags, coats, watches, mobile phones etc are to be placed in K2 which will be locked.

TOILET BREAKS to be taken before exams, not allowed in first hour or last 20 minutes of an exam

WAIT IN OSBORN QUAD before being sent to the appropriate exam room so that any absentees can be identified.

LINE UP quickly according to seating plan so that exams can begin on time.

LATE ARRIVALS must wait in Reception

EXAM CONDITIONS start as soon as you walk into an exam room until you leave. Remember, there may be other exams continuing in the room, so when you leave, do so quickly and quietly.

Read the instructions on the front of the paper carefully– write your LEGAL name, Centre Number and Candidate Number accurately in the boxes.

When you have finished, check your answers and see if you can add anything further. DO

NOT TRY TO DISTRACT OTHERS- this is malpractice and you could be disqualified.

ILLNESS: If you are ill on an exam day, please call the school and advise of your non-attendance. Medical evidence or a self-certificate will be required by the Exams Officer within 3 days of absence.