



HAYES SCHOOL

## Procedure

For all English, Maths and Science exams you will first meet in the MAIN HALL and then move to the Sports Hall (or alternative room where you do your exam)

### **AM exams**

08.15 – Put all prohibited items in your locker.

08.30 – Register in Form

08.35 – Main Hall – from here you will be guided into the exam room.

08.50 – Ready to start the exam.

### **PM exams**

You will be first in the lunch queue throughout this period.

1.30pm – Put all prohibited items in your locker.

1.35pm - meet in the Main Hall.

1.45pm – Start the exam in the exam room.



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## Prohibited items

- You **can not take your bags** into the Sports Hall for exams – please put these in your locker
- You **can not take electronic devices** into the Exams (e.g. mobile phone) – please put these in your locker
- You **can not wear wristwatches** of any kind – please leave these in your locker
- Go to the toilet **before** you go to the Main Hall.



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## Approved items

- Any pencil cases must be see-through.
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers
- Do not borrow anything from another candidate during the exam
- Water bottles – these must be see through and not have any labels



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## In the exam hall

- Be on time for all of your exams
- Do not talk or try to communicate with, or disturb other students once you have entered the exam room
- Exam conditions start as soon as you enter the room and do not stop until you have left the room
- If you need to speak to an invigilator – raise your hand and wait. Do not turn around looking for somebody.
- You can not leave the exam hall early.
- Following a morning exam, you go your class.