



**Exam  
Expectations  
at  
Meadow Park  
School**

## Behaviour

- You must be silent at all times in the exam hall. Please do not communicate with your friends in any way (this includes communication using facial or hand gestures). Your exam paper may be rejected if you do
- Please listen carefully to the instructions of the invigilators in the exam. Make sure you follow their instructions
- Please only enter the exam room when instructed to do so, and please only leave when given permission
- Please line up sensibly outside the exam hall before going inside. A staff member will come and guide you into the exam hall
- Please make sure you are prepared for your exam prior to going inside. This includes checking you have your equipment, and going to the toilet if necessary
- Being prepared also means attending any revision classes and going over your topics before your exam
- Remember to try your best!

## Equipment

- Please ensure you have the necessary equipment for your exam. This will always be a black pen to write with. You may only write in black pen (no pencils, blue/coloured pens or tippex are allowed). Your equipment could also include a ruler or a calculator. Please check with your teachers if you are not sure of the equipment for any exams. We will not be able to provide any spares on the day of the exam
- You can bring your equipment in a pencil case, but the pencil case must be see through
- You may bring a drink into the exam hall, but only if your water bottle is clear and has the labels removed
- Mobile phones should be switched off and handed in during the exam. You must not keep your phone with you, even if it is switched off. Your exam paper could be rejected if you are found to have your phone on you. You will be given one final warning to hand over your phone at the start of the exam
- Please put all bags in the area requested (for exams in the sports hall you will leave them in the area between the sports hall and the changing rooms). You must not keep your bag at your desk
- Please remove all your coats when entering and place them with your bag
- You are not allowed to wear any type of watch in your exam. There will be clocks on the walls for you to see
- You cannot take any notes or paper into the exam with you. You must only write on the booklet whilst in your exam. You should not have any writing on your hands or arms. If you run out of space on your paper, you can request more paper from an invigilator. If you do use extra paper, make sure it is clearly marked with your name and the question you are answering
- Your exam paper will have answer spaces for you to write your answers in

## The Exam Hall

- Every student has an assigned seat. Please make your way calmly and silently to your seat. Only sit in your specific seat
- Make sure that you fill in the front of your booklet carefully and correctly when you are told to
- Listen carefully to any instructions which are given to you
- You may only start writing when instructed to do so. You must finish writing when instructed to do so
- The invigilators cannot help you with any of the questions or tell you which questions to answer. If you are unsure, you just have to answer to the best that you can
- If you need anything, feel unwell, or have any problems, you must raise your hand and wait for an invigilator to come over to you. You must not leave your seat unless told that you can and you must not call out to get their attention
- Please try and keep an eye on the time during your exam. The invigilators will give you a reminder of the time remaining at certain points in the exam. There will be clocks around the hall so you can see the time
- If you need the toilet, you must ask the invigilator. The invigilator will escort you to the toilet. You cannot leave the exam room on your own
- It is always better to write something rather than leave a question blank, even if you are not certain on the correct answer