











## KEY MESSAGES FOR INTERNAL EXAMINATIONS

<p>You <b>must</b> be on time for all your examinations.</p>	
<p>All bags, hats, coats, scarves must be put tidily in the computer room (K2) and mobile phones must be switched off and put in your bags. <b>No mobile phones</b> are allowed in the exam hall.</p>	
<p>Line up outside the hall <b>in silence</b> and wait to be seated.</p>	
<p>You fill the rows from the front to the back of the hall, if there are no names written on the seating plan</p>	
<p>You <b>must not</b> become involved in any unfair or dishonest practice (no cheating) in any part of the examination.</p>	
<p>You <b>must not</b> have in your possession any unauthorised material or equipment which might give you an unfair advantage. Small see through water bottles are allowed in the hall but the labels must be removed.</p>	
<p>You <b>must not</b> talk to, attempt to communicate with or disturb other candidates in any way while you are in the examination room, and that includes <b>entering and leaving</b> the room.</p>	
<p>You <b>must</b> have all the equipment you need for the examination; this includes BLACK pens, rubber, ruler, pencil sharpener in a clear pencil case/plastic bag. (Available at Reception for £1). You cannot borrow from those sitting around you.</p>	
<p>For the Maths non-calculator paper, no calculators are allowed in the hall.</p>	
<p>You <b>must</b> read the instructions for the examination carefully.</p>	
<p>You <b>must</b> put your hand up if you have any questions.</p>	