

Instructions for Candidates

Bags and Coats

You will probably have to take your bags and coats into the examination hall for mock exams. These should be placed at the back of the hall as directed by the invigilator. You may **NOT** take bags and coats into external module exams.

- You must wear full school uniform to examinations. This is because the invigilators (people paid by the school to supervise examinations) are not teachers at Castle and so will not know who you are. You will not be able to do the exam if you are out of uniform.
- For Maths and Science module resits, you must have read and be familiar with the Warning to Candidates notices posted in the exam hall and displayed on the exams notice board in the Drama Hall Foyer
- Under no circumstances are mobile telephones, CD players, MP3 players, radios or iPods to be brought into the examination hall. To do so would be a serious breach of examination security and could lead to your results in all subjects being cancelled.
- You must not bring in any notes or pieces of paper, unless they are allowed in the exam. You will not be asked if you intended to use them; simply having them is an offence. You must not take any of the stationery, answer paper or question papers out of the hall. During the examination the question paper is your property.

Equipment List

clear, see-through plastic **pencil case** or plastic bag

two **pens** – ink or ballpoint – **black only**

two **pencils**

pencil **sharpener**

ruler

eraser

protractor or angle measurer

one pair **compasses**

calculator: if your calculator has a flip top or cover with Maths formulae on the reverse, you should **remove** the cover so only the keypad is visible.

You may bring a **clear plastic bottle** containing water to the exams. You must first **remove the label** as far as is possible.

You are **not** allowed to use:

Tip-ex on your work

Highlighters on your work (although you may use them on the question paper or resource sheets)

Gel Pens

Dictionaries or spell checkers

You must not talk or try to communicate with or disturb other students at any time whilst you are in the examination hall.

Invigilators

These are people employed by the school to supervise examinations.

You should put up your hand to attract the invigilators' attention if:

you feel very unwell

you think you have the wrong question paper or tier of paper

your question paper has missing pages or is badly printed

and also if:

you do not understand what to do

you do not understand a question

Invigilators have strict rules about what they can say to help you. They will not be able to explain what a question means or put it into different words. They will be able to read out the instructions to you.

You will not be allowed to go to the toilet during an examination unless it is an extreme emergency.

You must remain in the hall throughout the examination, even if you finish. You are not allowed to leave early.

Writing on the examination desks will be interpreted as an attempt to cheat. They are checked at the end of each examination.