



INSTRUCTIONS TO PUPILS - INTERNAL EXAMS

Pupils will be seated in the Sports Hall for all exams except for those pupils who are entitled to a reader or a separate venue, you will be accommodated in the Learning support area.

- You will be shown to your seat on the first day of the exams. You should sit in the same seat for each exam session.
- Please make yourself familiar with your exam timetable.
- Please come **on time** to all exams. You should arrive **5 minutes before the start** of each exam.
- It is important that you bring in **all** necessary equipment to the exams- pens, pencils, rulers, calculators. Equipment may not be shared among pupils. Tippex is not allowed. No schoolbags are allowed in the examination hall. Please leave them in the cloakrooms or a classroom, if suggested by a teacher.
- Read the instructions on the exam paper carefully and carry them out.
- Manage your time sensibly.
- Silence must be maintained while tests are on. If you require assistance e.g. more paper, raise your hand and wait for attention.
- No papers are to be handed up before the stipulated finishing time for each test. If you are finished early, check over your paper.
- Make sure you write your name, your class and your teacher's name on your exam paper and that the pages are in order before handing up your test.
- You are **not** allowed to leave the hall during an exam, go to the toilet before the exam session begins.
- When told to do so, leave the exam room quietly, other pupils may still be working.
- During **class** time you should revise for your next exam. You should bring books to revise for your remaining tests. You will not be taught during these sessions. You will be expected to **work quietly on your own or your teachers will guide you in structured revision.**
- If you are absent from an exam, please inform the subject teacher and make alternative arrangements to complete the exam as soon as possible after your return to school.