

## FAIRFIELD HIGH SCHOOL

### EXPECTATIONS OF STUDENTS IN EXAMINATIONS

- 1 Please read the attached 'Information for Candidates', giving Exam Board regulations.
- 2 Make sure you arrive on time for all your exams, in full school uniform.
- 3 Bring with you an exam pack containing all the correct equipment. Equipment will NOT be handed out in the exam room. You must bring with you:-
  - **Clear** pencil case containing **2 BLACK ink pens/biros**, pencil, ruler, rubber for **all** exams, plus protractor and compass for Maths exams.
  - Calculator where applicable. Make sure you have cleared anything stored in the memory. The lid must not contain printed instructions or formulae; if it does, you must leave the lid in your bag.
  - Plain bottled water is allowed, but you must **remove all labels** from the bottle.
- 4 Before each exam please wait on the hardcourts. If it is raining you will be directed to the Atrium.
- 5 You must enter the exam room **in silence** and leave your coat and bag at the back of the room.
- 6 Mobile phones, MP3/MP4 players, smartwatches and watches with a data storage device should be left at home or in lockers. They can be left switched off in bags in the exam room, but the school does not accept any responsibility for loss.
- 7 Once in the exam room there must be no speaking, no turning-around, no communicating with other students. Any such misbehaviour will result in your paper being cancelled. You should put up your hand if you need to attract the invigilator's attention.
- 8 There will be no toilet breaks during the exam, unless you advise us of a pre-existing medical condition. Please make sure you use the toilet before the exam.
- 9 You must manage your time in the exam yourself. Invigilators are not permitted to tell you how much time you have left.
- 10 You must remain in the exam room until the end of the exam. If you finish early, you should check your work and sit in silence.
- 11 When dismissed, you must leave the exam room **in silence; others may still be working**. Please remain in silence until you are completely clear of the exam room. Please **do not** talk when walking up the ramps leading from the Sports Hall.
- 12 Once the exam has finished you will continue with the normal school day.

The school wishes all students success in their examinations. By following the above rules you will help to ensure that all exams run as smoothly as possible.

GOOD LUCK!

