

# Key Top Tips & Reminders for Exams

We want your exams to run smoothly and be as straight forward as possible for all students. With this in mind, here are some key reminders and top tips.

1. Know your **Venue & Seat Number**.
2. Be Punctual – be ready to enter the venue for a **9am or 1pm START**.
3. Bring all your equipment. Black biro pens are required for writing. Bring two black pens! Do you need a calculator? Pencil cases need to be see-through/clear.
4. Any drinks brought into the examination venue must be in a clear transparent plastic bottle with no labels, and can only contain water. No juice/pop/etc.
5. Be in school uniform and go to the toilet before the examination.
6. **Drop off** your coats/bags/Phones/Watches/Ear Phones/etc. in Art if you are in The Main Hall or Activity Studio, when asked to do so. For other venues you can drop off in/near the venue. Glasses cases and calculator lids should also be left in your bag and NOT brought into the examination venue.
7. Under **NO CIRCUMSTANCES** take a phone or any type of watch etc. into the Exam Venue. If you do then you could score **ZERO** for that paper **OR** be awarded **U grades for all subjects taken with that Exam Board**.
8. No talking/distracting/looking at others/etc. at other candidates. Stay seated and look forward. Read the front of your exam paper!
9. DO NOT open the exam paper until told to do so.
10. Listen carefully to all the instructions given at the start of the examination.
11. CHECK that you do have right examination paper – subject and/or tier.
12. Keep an eye on the clock at the front, and use all the time in the examination. Check and re-check your work when you are finished. It is better to guess at an answer than to leave it blank. Once finished, keep facing forward and check your work again.
13. If there is a problem/issue during the exam, then put your hand up and wait patiently for an invigilator to come to you. Be polite!
14. Do not graffiti the desk/exam cards **OR** your exam paper – this could mean you score **ZERO** for that examination paper.
15. **NEVER EVER** write something directed to the exam board/the marker/your teachers/about you/about anyone else/the subject/etc. in your exam paper, as again you could score ZERO for that paper **OR** be awarded **U grades for all subjects taken with that Exam Board**.
16. At the end of the examination, stay facing the front and silent whilst papers are collected and as you are dismissed.
17. Leave the examination venue in a quiet and orderly manner, and then collect your belongings.

From everyone at LHS, we wish all students the very best of luck in their exams. Go on, you can do it!

