

## MOCK EXAMINATIONS - INSTRUCTIONS TO CANDIDATES

You should arrive **15 minutes** before the start of each examination.

**MOBILE PHONES AND DATA STORAGE DEVICES, INCLUDING SMART WATCHES AND DEVICES SUCH AS FITBITS, MUST NOT BE TAKEN INTO THE EXAMINATION ROOMS.** Taking these into an examination room, even switched off, **could lead to disqualification.**

For 2021-22 examinations, any **WRISTWATCH** is now not allowed. Students must use the clock in the examination room.

All labels **must** be removed from any drinks containers.

You **must** enter the examination room **IN SILENCE** and **REMAIN SILENT** until you have left the examination room. **Failure to do so may lead to disqualification.** Do not talk to or try to communicate with or disturb others.

Please ensure that you **bring everything you need to complete the examination.** You may not borrow equipment from another candidate during the examination.

You may use a **calculator**, unless you are told you must not. Make sure that your calculator works properly and that you have removed any cases, printed instructions or formulae before the examination. You are not allowed to borrow a calculator from another student in the examination room.

All **pencil cases** must be **transparent** – use a polythene bag if necessary.

You **MUST** write in **BLACK INK.** Coloured pencils or inks may be used only for diagrams, maps charts etc.

The use of correcting fluids/tape/correcting pens, erasable pens, highlighters and gel pens is not allowed.

You **must not** use a dictionary or computer spell-checker unless you are told that you may do so.

Tell the invigilator at once:

- If you think you have the wrong question paper or do not have the materials listed on the front of the paper.
- If the question paper is incomplete or badly printed.

You must put your correct **FULL** name on examination papers – **NO SHORTENED VERSIONS.**

You **must not** write inappropriate, offensive or obscene material in your examination script, draw on your examination script, be disruptive or use offensive language or disobey an invigilator. **This could lead to disqualification from all of your examinations.**

If during the examination, any of the following apply, **PUT UP YOUR HAND:**

- you have a problem and are in doubt about what you should do
- you feel ill
- you need more paper

You must not ask for, and will not be given, any explanation of the questions

You will not be allowed to leave the examination room until your examination has ended and all of the examination papers have been collected and the Invigilator gives you permission to do so.

You must not take from the examination room any examination stationery, rough work or any other materials provided for the examination.

**Failure to follow the rules of the examination room could lead to disqualification from one or more of your examinations. Do not become involved in any unfair or dishonest practice during the exam.**

**GOOD LUCK!!**