*Please note the information below which will allow us to run your exam session as safely as possible.  Read through it all carefully and email your centre’s exams officer if you have any questions or concerns before your exam date.*

In the event that you are unable to attend the exam, please email or phone the exams officer for your exam centre.  If you are unwell in any way, please do not attend, but please do let your exams officer know.

**THINGS TO BRING WITH YOU**

Photo ID (Passport or Driving Licence). You must contact your exams officer in advance of your exam if you have neither of these.

Stationery – **Black** pens are required to write your exam.  For Maths exams you will also need pencil, eraser, calculator, ruler, protractor and a pair of compasses.

Any pencil cases must be clear and ‘see through’.  We will provide a dictionary if needed for your Reading or Maths exam.

Water if needed.  This must be in a clear plastic bottle with all labels removed.

If possible, leave coats, bags, phones etc in your car.   If you need to bring your mobile phone in with you, please switch it off and place it where instructed by the invigilator.

If you have a medical condition which requires you to take medicines or food into the exam room, please make sure your exams officer is aware well in advance of your examination session

**ONCE IN THE EXAMINATION ROOM**

As soon as you enter the room you will be under exam conditions. This means remaining silent – you may only speak with ACL staff (Exams Officers, invigilators).

You will be directed to your nominated desk and/or PC.   Place your ID on your desk.

The invigilator will read out key exam instructions and reminders.

The invigilator will advise of start/finish times and write these on the board - but it is your responsibility to manage your time throughout the exam.

When the invigilator gives the instruction, you will be asked to complete the information on the front of your examination paper(s) such as your name, date of birth, and candidate number (this information will be on your desk label).

Check that you have the correct paper and if there is a space to sign, please do so. **DO NOT OPEN THE EXAM PAPER UNTIL INSTRUCTED TO DO SO.**

You must wait for the invigilator to tell you when to start the exam.

If you are feeling unwell and/or need to leave the room for any reason raise your hand to attract the attention of an invigilator for assistance.

If the fire alarm sounds, follow instructions from the invigilator. Remember, you are still under exam conditions as you may be able to resume your exam if conditions allow.

**WHEN YOU HAVE FINISHED THE EXAM**

Close the booklet, check you have signed the front sheet, and remain seated until advised by the invigilator.

If you are using a word processor, you will be able to print your work before or after the end of the exam,  but you will not be able to make any further changes to your work if the exam has finished.

Ensure your name, date of birth, candidate number and date of exam are typed or written on all printed or additional sheets.

**All** rough workings which do not form part of your exam answers must be placed in the box marked for shredding on your way out of the exam room.  Any rough working or notes taken during the exam must not leave the exam room.

After the exam has finished, please leave the building promptly, as directed by the invigilator, taking all personal belongings with you.  You must remain silent until clear of the exam room.

The government have also issued an exam checklist for students, which can be found by clicking this link

[https://www.gov.uk/government/publications/student-checklist/student-checklist](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fstudent-checklist%2Fstudent-checklist&data=05%7C01%7C%7C22323b2973664b6d00e508db47c3caac%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C638182678455976187%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=dXTalGCIq84TImsKnPt%2B0BnKJGRSXXSqA6ih7tIqpss%3D&reserved=0)

**AND FINALLY**

* Good luck with your exam!
Please email the exams officer for your centre if you have any questions or concerns.