

Instructions to Candidates during exams

1.	You must follow the regulations of the exam. Failure to do so may lead to disqualification.
2.	You must not communicate in any way with another candidate while you are in the exam room. Raise your hand if you need help and an invigilator will come.
3.	Only material listed on the question paper is allowed in the exam room and you must not have any other items on or near you.
4.	Written notes, iPods, mobile phones and watches must be left in your bag or handed in to an invigilator in the exam room.
5.	Calculators: Make sure that the cover of your calculator does not have any printed formulas or instructions and that you have cleared anything stored in the memory.
6.	Check that you have the correct paper you are expecting including the day, date, time, subject, unit and tier and tell an invigilator if you think it is wrong.
7.	DO NOT fill in the details on the front of your paper until you are told to do so by an invigilator. You must use black ink and make sure you write your name and candidate number on any additional sheets you use.
8.	Read the instructions on the front of the question paper.
9.	You must write clearly in black ink. Pencil may be used for drawings and rough notes. You must not use correcting pens, highlighters or gel pens in your answers.
10.	You must only write within the marked sections of the answer book.
11.	All rough work must be in your answer book and neatly crossed through with a single line if you don't want it marked.
12.	If the fire alarm sounds stay seated and wait for instructions from the invigilator. If you are asked to evacuate the room you must go straight to the designated area and remain silent. Exam regulations still apply.