On your **exam day**

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- [ ] the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- [ ] who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you will need:

- [ ] a clear pencil case
- [ ] at least two black ink pens – blue pens are not acceptable
- [ ] an approved calculator for relevant exams
- [ ] appropriate apparatus such as a ruler or protractor for relevant exams
- [ ] a clear water bottle if you wish to take one in – it must not have a label

If you have any questions about the format on the day, please ask your teacher or exams officer.

What you cannot take into exams:

- [ ] any type of phone
- [ ] revision notes
- [ ] any type of watch (this includes analogue, digital and smart watches)

Other important information:

- [ ] Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- [ ] Fill in your details on the front of your answer booklet.
- [ ] If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- [ ] If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- [ ] Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

You can also find useful information about preparing for exams at
www.jcq.org.uk/exams-office/information-for-candidates-documents