



Settle College Exam Rules

When taking your exams you will be expected to follow the strict rules that apply to all exams. Some rules are listed below, but your teachers will talk to you about what is expected of you during your examinations.

What you need to bring with you:

- Black pen and a spare
- Pencil, sharpener and rubber
- Ruler (30cm is best), protractor, compasses
- Calculator (when allowed). **THIS MUST NOT BE ON A MOBILE PHONE**
- Highlighter pens may be useful for questions, but do not use them in your answers
- Make sure you have all the equipment you need before entering the exam room as you will not be able to leave until the exam is finished
- All your equipment must be carried in a CLEAR plastic bag or clear pencil case
- Tippex or corrective fluids **MUST NOT** be used on exam papers – if you make a mistake just draw a line through it and carry on
- Any rough work must be handed in with your answer paper

Behaviour in the Exam Room

- Do not bring bags, books or coats into the exam room, leave them in your locker or the hall – you should have your equipment bag and nothing else
- All valuables **MUST** be put in lockers before the exam – the College cannot take responsibility for valuables left unattended during exams
- Mobile phones, i-pods, MP3s, Smartwatches, devices that can connect to the internet and any other electronic equipment must be switched off and handed in to the exams team before you enter the exams room – it is better not to bring them on exam days
- If you wear a wrist watch, you must remove it and place it on your desk
- You may bring a clear plastic bottle containing only water into the exam. All labels must be removed from the bottle. No food/sweets allowed.
- You must be silent when entering the exam room
- Listen carefully to instructions at the start of the exam
- Do not start writing until you are told to do so
- Defacing examination scripts or deliberate destruction of their own work by a candidate may lead to penalties for a candidate up to and including the loss of all marks gained for a unit
- Inclusion of offensive comments, obscenities or drawings on examination material may lead to loss of all marks and being disqualified from all examinations in that series together with a ban on entering all future examinations for a set period of time
- You may not leave the exam room until the official finishing time of the exam
- If you do finish early, check your work, and then sit still and in silence – others may still be working
- When you are told to do so, leave the exam room in silence

Revise, get organised, do your best

Good Luck!