

External Examinations at Spalding High School

- Check your timetable to see where your exams are being held.
- Check your timetable to see what time your exams are. Please be outside the Gym or other venue 10 minutes before the exam is due to begin and wait quietly.
- Please be ready to line up in candidate number order within subjects, the Lead Invigilator/Exams Officer/HOY will provide help with this.
- Enter and leave the examination venue in complete silence, one row at a time as the invigilator indicates.
- Any notices related to examinations will be displayed on the noticeboard above the signing in table in Reception. Please check when you arrive in school.
- You may take a bottle of still water into the examination, it must be in a clear plastic bottle (**no labels**) and must be placed under the desk. Absolutely no fizzy/sticky drinks.
- Please remember to bring black pens - you must write in black ink.
- Please only bring what you need for the examination in a clear pencil case. Bring all equipment you are likely to need eg. calculators (no cases), ruler, pencil, compasses. It will not be provided.
- You must not take any exam stationery out of the exam room.
- During an exam, you can put your hand up clearly to alert an invigilator if you need assistance, but they cannot help you with the actual questions in any way.
- Full School Uniform/6th Form Dress Code must be adhered to throughout the examination period.
- If you know you are going to be late for an exam, please ring the school Reception **01775 722110** to let us know you are on your way.
- If you feel ill either before or during an examination, please let Mrs Smith, Examinations Officer or the Lead Invigilator know, and ensure they take your name and details. You may feel more comfortable sitting near to the door.
- If you are very ill or have a high temperature on the day of the examination and are unable to make it into school, you must speak to Mrs Smith before the exam or leave a message with the school Reception **01775 722110**.
- At the end of the examination, **you must be very quiet in and around school** as normal lessons or other exams will be taking place.
- You **must not** take into the exam room:
 - **notes**
 - **watches**
 - **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player**