

## What equipment you need to bring to your exams/items allowed in the exam room

Students are expected to bring all the equipment they need for their exams, the exception is GCSE maths and functional skills maths as the College supplies packs of equipment and calculators.

Students must use clear pencil cases (no writing, colour or pattern). If a Student realises before an exam starts they have forgotten their equipment they should explain this to the invigilator.

The invigilators will have spare stationary for emergency use.

Using calculators - Lids must be removed from calculators before the start of the exam and placed face down under the chair.

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>● be borrowed from another candidate during an examination for any reason;</li><li>● have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

## **Food and drink in exam rooms**

You are only allowed to take water in a clear, **unlabelled bottle** into the exam. Food is not permitted. If you have a cough and might benefit from a cough sweet during the exam please speak to one of the invigilation team.

## **What you should wear for your exams**

Students should avoid wearing clothes with writing on that could be interpreted as useful information for an exam. Students should follow the College Policy for suitable clothing. **Students must wear their lanyards** or a sticker from student services.

## **Where your personal belongings will be stored during your exam**

Students should bring the minimum needed into the examination room. An invigilator will indicate where to place bags etc., if unsure Students must ask for guidance.

For summer 2020 exams we are working towards have secure rooms where students leave their bags prior to the exams. Further information on this will be given closer to the exams.

## **Students may not bring the following into the examination room**

Stationery/paper either intended for rough notes or containing prepared notes (any exceptions to this will be advised by subject staff)

Any items not explicitly stated on the front of the examination paper

- Any watch
- A bag
- Potential technological/web enabled sources of information such as:
  - o iPods;
  - o mobile phones;
  - o MP3/4 players or similar device;
  - o Smartwatches; and

If you must bring a phone into College it must be completely switched off, have no alerts set for the duration of the examination and be placed prior to the start of the exam in the location indicated on the exams' noticeboard. Information will also be emailed to students.

**If Students have access to unauthorised items (including phones) in the examination room this may be considered as malpractice.**