

Exam Do's



DO:



- ✓ Arrive at the venue in good time before the official start of the exam
- ✓ Enter the venue in silence
- ✓ Leave your personal belongings in the designated area
- ✓ Only take authorised material to your desk that is needed to complete your exam
- ✓ Know your seat number and sit in your assigned seat
- ✓ Place your student ID on the desk, facing up and clearly visible
- ✓ Check the Rubric on the front of your exam paper and make sure you are taking the correct exam
- ✓ Read and complete both sides of the candidate exam attendance slip
- ✓ Raise your hand if you wish to speak to an invigilator
- ✓ Ensure that your details have been completed on the answer booklet
- ✓ If you decide to leave your exam early (**after first 30 minutes and before the last 15 minutes only**) you must ensure you have completed all the necessary details on the answer book. Raise your hand and wait for an invigilator to collect your answer book. You must leave the examination quietly, do not disturb other candidates and remember to take your personal belongings with you
- ✓ During the last 15 minutes until the official end of the exam,
- ✓ remain at your desk until the answer booklet has been collected by an invigilator and you have been told you can leave
- ✓ Leave the exam venue quickly and quietly remembering to take all your belongings with you