

SHOEBURYNESSE HIGH SCHOOL **EXAMINATION REGULATIONS**

1. You **must** be on time for all your examinations. Check start times carefully on your timetable.
2. School uniform **MUST** be worn.
3. Please contact the school if you are unable to attend an examination for medical or other reasons.
4. It is essential that you know your **CANDIDATE NUMBER**.
5. **NO** candidate is allowed to enter the Examination Room until told to do so by a member of staff. You will line up in candidate number order, according to the seating plan which will be displayed outside the exam room.
6. Outside coats, scarves, hats and gloves must be removed **BEFORE** you enter the Examination Room and left in the designated area along with all bags. Have your equipment ready promptly in a clear pencil case.
7. You **must not** have in your possession any unauthorised material or equipment which might give you an unfair advantage.
8. **Possession of a mobile phone**, or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification in future examinations.
9. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
10. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
11. You **must** follow the instructions of the invigilators.
12. At the end of each examination candidates are: -
 - a) to make sure that their answers are correctly numbered
 - b) to make sure that their name and candidate number is on each sheet of paper.
13. No question paper or other examination stationery may be removed from the examination room by a candidate.
14. Wait to be dismissed; taking care when leaving the room not to disturb any candidate whose examination is not yet finished.
15. You **must remain silent** until you have left the examination room.