

Summer Internal Exam Instructions and Rules for 4th and Remove Formers

1. The seating chart will be in the Bell Room. Please look at it before the first morning of exams so you know where to go. You will be assigned a room and a seat which you will sit in for the duration of the exams. When you do not have an exam you should revise quietly at your desk.
2. You will register in the exam hall; there will be no Tutor registration. However, you must ensure that you are at your seat in the exam hall at least 5 mins before the start of the exam session – this is usually 9 a.m. but please note that Remove Form exams start at 8.45 a.m. on Tuesday, Wednesday and Thursday of exam week. When not sitting an exam you should be at your desk, revising quietly. If you are going to be late for an exam due to traffic you should telephone the Bell Room immediately. There is a 30min grace period after which you will not be admitted to the exam hall.
3. If you miss an exam you should email Mrs Martin-Merchant via DMartin-Merchant@bedfordschool.org.uk immediately to arrange a catch up time.
4. **Write in black pen.** Do not use eraser pens or tippex. Pencils may only be used for diagrams.
5. Pencil cases must be **transparent**.
6. Do not bring any mobile phone or communication devices into the exam room at any stage, even if you are only revising. Please also note that **watches of all types are not permitted in the exam rooms**. Clocks will be prominently displayed in exam rooms to allow you to keep time. You should either leave all these devices at home or hand them in to the Bell Room each morning.
7. You may not have school bags in the exam hall as this causes obstructions in the aisles for invigilators. Any material/books for private study should be carried into the hall. Store these back in your bags before an exam or at the front of the exam hall/room.
8. You are expected to be at your desk, revising quietly when not sitting an exam. Remember, others around you may be taking an exam – do not disturb them. Boarders may not remain/return to the boarding house when they do not have an exam and day boys may not come in late or leave early.
9. You should know the time of any language speaking exam that you are to take. These will occur at times separate from the main exam timetable. If they occur during a Private Study period in an exam hall, please raise your hand and quietly ask the invigilator to excuse you from the room.
10. It is vital that you do not talk to each other during an exam – if you do, your paper will be removed from you and you will receive a score of zero. You will be sent to see Mr Tighe and your parents will be contacted.
11. You may not bring sweets into the exam hall. You may bring a bottle of water – not coke or a fizzy drink. The bottle **should not have the label on it**. The only exception to this is extra-timers, who are permitted to bring some carbohydrate food into the Hall on account of the reduced break times.
12. Sports commitments continue as normal. Music and academic support lessons should be arranged for when you do not have an exam.

Equipment required:

All boys are asked to ensure that they have the necessary equipment for all exams. Below is the minimum requirement for every exam:

(NB If you are bringing a pencil case into the exam room, this must be transparent)

1. At least two **black ink** pens
2. At least two pencils
3. A ruler
4. A protractor
5. A compass
6. A calculator
7. An eraser

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