

Guidance for Hampstead School Exam Candidates

	<p>BE PROMPT!!! Morning exams start at 9am and afternoon exams start at 1.30pm.</p> <p>Exam seating plans giving your seat number will be displayed in your year room and in the Hall foyer.</p>
	<p>Mobile telephones & other electronic devices. We would love you to leave them at home but if you must bring them you must not have them in your possession (either on or off).</p> <p>Put them in your bag along with any notes you may have and follow the invigilators' instructions for the storage of your things.</p> <p>This is very important – if a phone or notes are found on you, there is a good chance that your whole exam will be cancelled.</p>
	<p>Your desk will have on it ;</p> <ul style="list-style-type: none"> • Your exam candidate card which must remain face up throughout the exam and should not be defaced or removed. • Your exam paper. Check it is the correct one and do not fill in any details until you are told to do so. <p>DO NOT DEFACE THE DESK – THIS IS VANDALISM AND YOU MAY BE CHARGED.</p>
	<p>Equipment. Be prepared! Would you like to take a GCSE maths exam without a calculator? Please take responsibility and bring your own equipment (including calculators)! We simply do not have enough to go around and therefore cannot supply it.</p> <ul style="list-style-type: none"> • Your pen must be BLACK for all examinations. • Only CLEAR pencil cases will be allowed and you should not use gel pens, correction fluid or highlighters on your paper. • Calculator lids must be placed on the floor. <p>You may buy a maths kit from the Maths Department or the Exam office.</p>
<h1>Sshh!</h1>	<p>There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.</p> <p>Any communication will be seen as malpractice*. You will be reported to the senior leadership team and maybe the exam board where you will risk being disqualified from the exam.</p>
	<p>HATS, GLOVES & SCARVES ARE NOT ALLOWED and you will be told to remove them.</p>
	<p>No food is allowed in the exam hall (if you have a special requirement – please see the Exams Office before the exams). Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.</p>

***Malpractice** means any act, default or practice which is a breach of the Regulations or which:

- ☑ compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; **and/or**
- ☑ damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.