

# Guidance for Pre-Public Examinations (PPEs)

## November 2018

**These instructions are important - please read them carefully.**

- Exams will start at **9.00am** and **1.00pm**. Make sure you arrive at the exam hall at the correct time. You must not be late. Coats and bags should be left in the container, which will be opened at 8.45am & 12.45pm.
- Early lunch is available from 12.15 for students with afternoon exams.
- Bring all the equipment that you need: black pens, pencils, ruler, eraser. Also scientific calculator, compass and protractor for Science, Maths and Technology. Bring spares. You must write in **black** ink.  
**Equipment will only be loaned if yours breaks.**
- You must not bring calculator cases or instruction leaflets. Make sure that your calculator works before you enter the examination room.
- Scientific calculators can be purchased for £8.00 from the school shop during lunchtime.
- All equipment must be in a transparent bag or pencil case. Transparent pencil cases (45p) are available from the school shop during lunchtime.
- **No mobile 'phones, iPods, Smartwatches, MP3/4 players. Even headphones are a breach of exam rules and could lead to disqualification.**
- No talking once you enter the room. Any misbehaviour in the exam room **could result in disqualification and/or head teacher's detention.**
- You must not eat during the exam, however you may have a clear bottle of water, with all labels removed.
- If you feel ill during the examination or have any other problem you must put up your hand.
- If you are too ill to attend your exam please ring **before** the start time of your exam and speak to reception. You will need a doctor's note.