

Important information regarding your upcoming Examinations

Dear Student,

You are aware that mobile phones and other electronic data devices, whether switched on or off, are **prohibited** in the exam room. *This means you will be **disqualified** from that exam (and maybe all your exams) if you are found with an electronic communication device **on you***

In order to make sure that everyone understands and follows the exam rules correctly, please **read** the attached information for candidates.

I watches or smartwatches are not permitted, but any student who wishes to use a **digital or analogue watch** during exams will be required **to take it off** and lay it on the desk next to their student card. The invigilator will remind you about this at the beginning of each exam.

You **must also bring the correct equipment** such as a calculator (leave the lid at home)/ruler/black pen/HB pencil and sharpener in a see-through pencil case (or **clear** plastic bag such as a sandwich bag)

If you are taking a **language examination**, remember to bring in your *headphones for the listening section*

You **must bring your student id card to each exam**. If it is **lost or damaged** *you must go to IT in room 333 and purchase a new one before the exams start*. If the invigilator cannot identify you, *you may not be allowed to take the exam*.

We are asked to advise you that we do have **an Appeals Policy** which can be seen on GOL in the exams area, on the exams notice board outside our office or you can request a copy from me via email: DHG@godalming.ac.uk.

If you have any **queries** please come to the *Exams Office in the Main Building*, **before the exams start** on 15th May

We wish you good luck with your exams.

Kind regards

Debi and Michèle
Exams Team