



Guidance

# Student Checklist

Updated 17 November 2023

## **Applies to England**

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# Before the day of your exam of assessment

Make sure you know:

- the date, start time and location of the exam or assessment – is it in the morning or the afternoon and what time do you need to arrive?
- if you are permitted or required to take any specialist equipment with you and have that ready
- who you need to contact at your school or college in case there's an emergency and you will be late, or can't sit your exam or assessment

# On the day of your exam or assessment

What you can take in:

- a clear pencil case
- two or more black pens – blue pens are not acceptable for exams or written assessments
- any specialist equipment you will need or are required to bring in – this may include a ruler, maths set and an approved calculator, if relevant for your exam or assessment (including practicals)
- a transparent drink bottle if you wish and if permitted by your school or college – this must not have any labels

You should check in advance whether these items will be provided for you by your school or college.

What you can't take in :

- your mobile phone
- any type of watch – this includes analogue, digital or smartwatches
- iPads, iPods, Fitbits, AirPods, earphones or ear buds, MP3 or MP4 players or similar devices
- revision notes - (although you should check exact requirements with your teachers as prior research might be permitted for certain VTQ assessments)

Your school or college will advise you of the arrangements for safekeeping of these items while you are sitting your exam or assessment.

# Other important information

Read the front of the exam or assessment paper carefully and check that you've got the right paper - ask if you're not sure.

If you are taking a tiered subject (such as maths), or a modular or unitised subject, check you've got the paper you expect.

Listen carefully to the invigilator or assessor's instructions, which will be specific to your exam or assessment (including practical/spoken tests).

Fill in your details on the front of the answer booklet when you are told to do so.

Do not open the question paper until you are instructed to do so.

Raise your hand and wait for an invigilator or member of staff, if you:

- are unsure about anything
- need additional answer sheets – don't forget to write your details on these answer sheets too
- need the toilet or feel unwell

Make sure you adhere to formal exam conditions once you enter the exam room - talking to, communicating with or disturbing another candidate could lead to disqualification.

## A word about exam and assessment materials

You must not take any exam or assessment materials with you out of the exam room once the exam has finished. This includes question papers, answer booklets (used or unused) or rough work.

Be aware that fake papers may be circulating prior to you taking your exam or assessment. If you see information in advance or online, or if someone sends something to you, then report it to a teacher. Do not engage with anyone offering you access to papers and do not share any other information, papers or links with other students – this is cheating and may lead to you being disqualified from some or all of your exams or assessments.

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