

BURFORD SCHOOL

Advice from the Exams Office

Late Arrivals for Exams

1. Check and note your seat number and candidate (exam) number.
2. Turn your mobile phone, MP3 players etc off and leave in your bag.
3. If a calculator is allowed for the exam, leave the lid in your bag and clear the memory. Otherwise leave the calculator in your bag.
4. Check your pockets for unauthorised material such as notes etc.
5. Check you don't have writing on your hands or anywhere else.
6. Take everything you need for the exam.
7. You **MUST** report to the lead invigilator before you sit down.