



**De Lisle College**  
A Catholic Voluntary Academy

# On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

## Before sitting your exams, ensure you know:

- Make sure you have checked your exam timetable for any inaccuracies - report any issues to the Exams Office
- Date, time and location of your exams - attending the wrong venue could delay the start of an examination. **DO NOT** assume you are in the same room as another candidate just because you study the same subject.
- If there is an emergency that will make you late or unable to sit an exam, make sure this is reported ASAP to reception.

## What you cannot take into your exams:

- Any type of phone. **IMPORTANT** - Year 12 and 13 students **MUST** handover mobile phones to invigilators before the examination starts.
- Revision notes
- Any type of watch
- Smart device e.g. airbuds, smart glasses or tablets
- A calculator if it's a non-calculator exam. Calculator lids must also not be taken into the examination room

## What you will need:

- A clear pencil case
- At least 2 black ink pens - blue pens are not acceptable
- An approved calculator for relevant exams.
- Appropriate apparatus, such as a ruler or protractor for relevant exams.
- A clear water bottle if you wish to take one in. It **MUST NOT** have a label
- If you have an access arrangement, make sure you have your Access Arrangement Card. This must be displayed on the exam desk.
- Your student ID card outside of its lanyard, this must be displayed on your exam desk. You will need to know your candidate number - please note this number is displayed on this card under your name.

## Other important information:

- Listen carefully to the invigilators instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for an invigilator to respond.
- Fill in your details on the front of the booklet - ensure you enter your legal name, not preferred.
- If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the room.
- Remember to stay silent as soon as you enter the exam room - talking to a fellow candidate could result in disqualification from all your exams

## Contingency sessions:

- There are contingency sessions within the summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on the 24 June.



**If you have any questions about your exams, please ask your teacher or exams officer.**

You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)