

SITTING YOUR EXAM

Use this checklist to help you to be as prepared as possible for your exam, so that on the day all you need to focus on is doing your best.

You've got this!

BEFORE SITTING YOUR EXAMS:

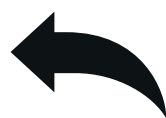
- Make sure you know when (date and time) and where the exam is. You might find it helpful to write this information in a calendar, planner or add a reminder on your mobile phone. You may also like to plan how you're getting there (and how long that will take).
- Check with your lecturer (or the exams team) the format for the day.
- If you have any worries or concerns about the exam and would like support our Student Welfare Officers can help (drop them an email on welfare@ucm.ac.im or pop into the Student Services Centre).
- Remember, if there's an emergency that makes you late or unable to sit the exam contact the UCM Reception Team on **648200** or Exams Team on **648235**.

WHAT YOU NEED TO TAKE WITH YOU:

- Your student card, driver's license or passport.
- A clear pencil case.
- At least two **BLACK** ink pens (blue ink isn't allowed).
- A clear bottle of water (with no label on).
- Any exam-specific apparatus such as an approved calculator, ruler or protractor.

WHAT YOU CAN'T TAKE WITH YOU:

- X** Any type of phone or electronic communication device
- X** Notes or revision notes
- X** Bags or personal items
- X** Any type of watch



SCAN THIS CODE FOR MORE USEFUL INFORMATION ABOUT PREPARING FOR EXAMS.

www.jcq.org.uk/exams-office/information-for-candidates-documents

TIPS AND REMINDERS:

- Listen carefully to the invigilator's instruction which will be specific to that exam. If you are unsure of anything raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets put your hand up and wait for the invigilator who will provide you with them (and don't forget to add your details to the front of that booklet too).
- If you need to use the toilet or feel unwell put your hand up and wait for the invigilator who will escort you from the exam room.
- Stay silent – talking to a fellow candidate in the exam room could result in being disqualified from ALL your exams.

From all the team at UCM, we wish you all the best with your exam. You CAN do this!