

International Exams Centre

NOTES FOR HARROW AND EXTERNAL CANDIDATES SITTING INTERNATIONAL EXAMINATIONS

1. Make sure you check your statements of entries very carefully. If there are errors on your personal details, or entry differences, or if you are in any doubt please contact Exams Office.
2. Check the updated examination timetable very carefully. Make sure all your exams have been included and check that there are no clashes. If you have a clash, notify us immediately. The timetable is posted on the Harrow School website: www.harrowschool.ac.th and any further changes will be placed there.
3. Read your copies of the exam regulations so you know what is expected. The regulations can be found on Exam Centre section of Harrow website They are also posted outside the library and inside the examination room. Please make sure you have looked at it and are familiar with the requirements.
4. NO MOBILE PHONES, IPODS, Iwatches or other electrical devices. If you bring them with you they must be turned off and handed in before entering the exam room. You may well be disqualified from the examination if you have any such items on your person.
5. Make sure you have no examination notes with you in the exam room as this would lead to disqualification.
6. Make sure you know your examination number. This number remains the same throughout all the examinations you enter through Harrow. You also need it in order to collect your statement of entries, statement of results, certificates and to quote it whenever contacting Harrow Exams Centre.
7. Check the notice board outside the library before every exam to check your seat number. Any late changes will be posted on this noticeboard.
8. Give yourself plenty of travel time to get to school and be here at least half an hour before the start of each exam. You **MUST** be outside the library to register 15minutes before the scheduled start of the examination.
9. If you are delayed or ill you must phone 02-5037222 ext. 1150
10. If you are ill and cannot sit an exam, or are ill and it is likely to affect your performance, you must get a doctor's note to submit to the examination board.
11. You must have your ID or passport with you for every examination and place it on your exam desk next to your seat number.
12. Equipment. **YOU ARE RESPONSIBLE FOR BRINGING WITH YOU ALL THE EQUIPMENT YOU NEED FOR EVERY EXAMINATION. ONLY BLACK PENS ARE PERMITTED– NO OTHER COLOUR IS ALLOWED**
You will need extra pens, pencils, eraser, ruler, pair of compasses, protractor, a set square and a calculator. Only see through pencil cases are allowed with you. All drink containers must be clear, see through and have no labels. Calculator case are also not allowed in the exam room.
13. Calculators are allowed in all examinations unless it is stated that they must not be used. Please check that it is working. If in any doubt about the battery replace it with a new one.
14. Do not rely on the spare equipment we have as this is very limited and is for emergency use only!
15. If you are in quarantine you must remain with the invigilator until you are instructed that you can go.
16. Water is available in the exam room on request.

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17. Please make sure you go the toilet before each exam. In an emergency you can be accompanied to the toilet by an invigilator but do try to avoid this.
18. Please remember that if you are an external candidate you coming to Harrow as a guest. Dress for all exams must be formal: school uniform, trousers and a shirt with a collar for boys and appropriate formal wear for ladies. Casual wear, such as T shirts, shorts (unless part of school uniform) and flip flops are not permitted. If you are not dressed appropriately you will not be permitted to sit the exam.
19. With the varying number of people using the exam room the temperature is difficult to control. You are advised to bring a sweater or jumper in case you are cold.
20. If you have any doubts or questions about the examinations please contact Exams Office.

David Eastgate

31/05/16