

## Instructions for External and Internal Candidates sitting exams at Harrow Exam Centre

(updated 07/02/23)

### Before exam day:

- Make sure you check your statements of entries very carefully. If there are errors in your personal details, or entry differences, or if you are in any doubt please contact the Exam Centre.
- Check the updated examinations 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 Bangkok website: <https://www.harrowschool.ac.th/exam-centre> [www.harrowschool.ac.th](http://www.harrowschool.ac.th) and any further changes will be placed there.
- Read the exam regulations so you know what is expected. The regulations can be found on the Exams Centre section of the Harrow Bangkok website. They are also posted outside and inside the examination room. Please make sure you have looked at it and are familiar with the requirements.

### Exam day:

#### Dress Code:

- 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.

#### Document and Equipment to bring:

- You must bring your **ID or passport** with you for every examination. Without ID or passport, you will not be allowed to sit the exams.
- You are responsible for **bringing your own equipment** that you need for your exam. You are advised to bring black pen(not blue pen) as it is used for all exam boards.
- Calculators are allowed in all examinations unless it is stated that they must not be used. Do not bring the case as it's not allowed in exam room.
- Only see-through pencil cases are allowed in the exam room.
- All drink containers must be clear and have no labels.

#### Before entering the room:

- 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 art studio(for internal students) and the Exam Centre entrance(for external candidates) to register 15 minutes before the scheduled start of the examination.
- Check your seat number on the Exam Centre Notice Board outside the Art Studio(for internal students) and the Exam Centre Entrance(for external candidates) before every exams.
- Make sure you know your candidate number. This number remains the same throughout all the examinations you enter through Harrow Bangkok. You also need it in order to collect your statement of entries, statement of results, certificates and to quote it whenever contacting Harrow Examination Centre.
- No phones, watches or electrical devices are allowed in the exam room. 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.
- Make sure you have no examination notes with you in the exam room as this would lead to disqualification.

- If you are delayed or ill you must phone the Exam Centre at 02-5037222 ext. 1150
- 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.

Quarantine/Supervision:

- If you are in quarantine you must remain with the invigilator until you are instructed that you can go.
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**Harrow Exam Centre**

Telephone: 02-5037222 extension 1150

Email: [examinations@harrowschool.ac.th](mailto:examinations@harrowschool.ac.th)