Exam day checklist

Night-before and morning-of checks. Your school's exam rules always come first: check the exam schedule page and course outline.

NAME _____ DATE _____

THE DAY BEFORE

- ☐ Exam time, building and room checked on the official schedule
- ☐ Permitted items checked in the course outline or exam rules (calculator model, notes, dictionary)
- ☐ Student ID card ready
- ☐ Pens, pencils, eraser; calculator with charged or spare battery
- ☐ Accommodation arrangements confirmed, if you have them
- ☐ Route and travel time planned, with a backup

THE MORNING OF

- ☐ Leave with time to spare
- ☐ Water and a snack if allowed
- ☐ Phone off and stored as the rules say

IF SOMETHING GOES WRONG

- ☐ Sick or delayed: contact the instructor or exam office the way your school's policy says, and keep any documentation
- ☐ Write down what happened and when

Replace every [bracket] with your own words.