

Instructions to candidates

Before your exam

Aim to arrive at the exam venue 10 minutes prior to start of your exam, to ensure a calm and prompt start to the exam. Refer to your timetable for start time, room and seat number.

If you are running late, phone school immediately to let them know what has happened.

If you are ill and unable to attend an exam, it is vital that you telephone the school straightaway. You will need to complete a form to tell us about your illness.

Bags, coats and other valuables like bracelets

Should be placed in your locker for the duration of the exam. REMEMBER – make sure you take all your exams equipment from your bag as you may not return to your bag during the exam.

Unauthorised materials - mobile phones, all watches and all types of earphones

Are not allowed in the exam room at all.

They must be switched off and, in your bag, as per school expectations. They can be stored in your locker during the exam.

This is very important: **possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

BE SAFE – LEAVE YOUR PHONE AND WATCH IN YOUR LOCKER ON EXAM DAYS!

Make sure you leave any notes (revision, timetables etc.) or technological / web enabled sources items such as an iPod, a mobile phone, a MP3/ 4 players, any kind of watch, headphones or ear buds in your locker or at home.

You should bring 2 x black pens, pencils, eraser, ruler, protractor, compass, calculator and any other writing equipment needed for your exams. **Only bring clear pencil cases to the exam room.** If you are unsure what equipment you need, ask your subject teacher.

You must not borrow equipment from another student.

In an exam where you can use a calculator, you should leave the calculator cover in your bag in your locker.

Water bottles

All bottles should be clear with a spill proof cap. **There should be no label, writing or pictures on the bottle.**

You are **only allowed water** in your bottles. No juice.

No food is allowed in the exam hall (if you have a special requirement – please contact the Ms Campbell, before the exams period starts)

You will be required to be in school uniform for all exams. No coats will be allowed in the exam room. Leave them in your locker.

During your exams

You must enter the room in silence and no talking or communicating between students once you enter the exam room. Sit in your allocated seat. If you have any questions, you should raise your hand once seated and an invigilator will come to you.

Do not leave the exam room until told to do so by an invigilator at the end of the exam.

If you need to leave before, for example if you need the toilet, you must be accompanied by an invigilator.

Always follow the invigilator's instructions.

Do not write anything until the invigilator tells you to fill in the front of the question paper/answer booklet.

Do not open the question paper until you are instructed the exam has begun.

Do not take any stationery or papers with you at the end of the exam.

If you need advice or assistance because you have a problem, are not sure what to do, don't feel well or need more paper, put your hand up and an invigilator will come to you.

No communication

This includes: talking, whispering, making noises, whistling catching a student's eye, turning around or to the side, hand gestures.

Social media

Sharing certain information on social media can break the rules and affect your results.

- Report an exam content/paper you can see to your teacher or Ms Campbell.
- Do not click on any links to "real" exam papers and get caught out by scammers selling fake papers.
- Do not buy/ask for/share exam content.
- Do not pass on rumours of what's in exams.
- Do not share your work on social media.

If you do any of the above, you may:

- Receive a written warning.
- Lose marks.
- Be disqualified from a part or all of your qualifications.
- Be banned from taking assessments for several years.

Examples of malpractice – breaking the regulations

Writing inappropriate, obscene or offensive material.

Trying to cheat in an exam.

Communicating with other students in the exam room during the exam including non-verbal communication.

Possession of unauthorised materials like phones, watches, headphones, ear pods, notes and items with writing or packaging.

Contingency sessions

The afternoon of 11 June and all day on 25 June are contingency sessions. Make sure you are available even if you do not have an exam.

Please take the time to familiarise yourself with the JCQ rules at [jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)