

Everything you need to know before your exams

2023 - 2024

Absence

You must attend all exams allocated to you on your individual candidate timetable. If you are feeling ill on the day of an exam, you **MUST** telephone school on 01772 682008 as soon as possible. If you are unable to speak to a receptionist and have to leave a message, a member of staff will ring you back. This is most likely to be either Miss Jordinson, Miss Taylor or Miss Clancy.

You should try and sit the exam if possible. If you are feeling unwell, there are things that can be done to help you take the exam. Each exam only happens once during a season; there are no resits.

Candidate Number

You have been given a 4 digit reference number unique to you. **You need to remember this number** as you will write it on all your exam papers. You will find it on your exam timetable and ID card. It is important to bring the card with you to every exam in order for the invigilators to identify you. Once you have your ID card, it is your responsibility so please don't lose it.

Candidate Malpractice

If you commit malpractice in an exam, you **WILL** be reported to the exam board. 'Malpractice' means doing anything that is against the rules in the *Information for Candidates* document published by JCQ and includes:

- **Being in possession of a mobile phone;**
- **Communicating with other candidates;**
- **Copying/attempting to copy from other candidates;**
- **Bringing unauthorised material to your desk;**
- **Using unauthorised material to help you.**

Penalties for malpractice can include disqualification from taking any remaining exams for the rest of the year.

Conduct

You must remain silent at all times when you are in the exam room. If you need assistance, put your hand up clearly and wait for an invigilator to respond. Once you have entered the exam room, you have to be escorted at all times if you need to leave. **You will not be allowed to leave an exam early if you have finished your paper so ensure to use your time effectively. It is advisable to read back through the paper, checking the questions and your answers again.**

You must not bring anything to your desk except the equipment you need for that exam, (please see the equipment list below). **MOBILE PHONES ARE NOT ALLOWED IN EXAMS. YOU MUST MAKE SURE IT IS SWITCHED OFF AND PLACED IN THE PLASTIC WALLET PROVIDED.** If your mobile phone rings or makes a noise, (even if it has been left in your bag), this could result in ALL your papers for that series of exams being cancelled.

At the end of the exam, the invigilators will collect your exam papers in. Question papers, answer booklets and additional paper must **not** be taken from the exam room and **absolute silence must be maintained until you have left and have moved well away.**

It is your responsibility to read and understand the *Information for Candidates for Written Exams* and *Information for Candidates for Social Media* documents published by JCQ. Copies of these can be found on the school website.

Equipment

You must bring all your own equipment to exams, which should be in a clear plastic wallet or transparent pencil case; opaque pencil cases are not permitted. It is **YOUR** responsibility to have the correct equipment for each exam and to make sure it works.

The following equipment should be brought to every exam:

- 2 **black** pens;
- 2 pencils;
- Ruler marked in millimetres;
- Pencil sharpener (preferably one which catches the bits);
- Rubber.

For some exams you will need the following:

- Calculator (with a removable case);
- Coloured pencils;
- Geometry set.

You must do any rough work in the answer book provided or on additional exam paper if you need it. Additional paper will be sent with your answer book for marking. Cross out anything you do not want to be marked, leaving everything you do, clear and legible. Highlighters **must not** be used on your answers, however, you are allowed to highlight key information in the question if you wish.

The following stationary is **NOT** allowed in an exam:

- erasable pens;
- coloured pens;
- gel pens;
- marker pens;
- felt tips;
- correcting fluid, pens or tape;
- blotting paper.

You must bring your own calculator if you need one – you are **NOT** allowed to use the calculator on a mobile phone.

Watches

All watches must be removed and placed inside the plastic wallets provided. Candidates are no longer allowed to have an analogue watch on their desk.

Fire Alarm

If the fire alarm sounds during an exam, please follow the instructions of the senior invigilator. You still remain under exam conditions so please stay seated and in silence.

If you are told to leave the exam room:

- Close your answer booklet, leaving all your papers and equipment on your desk;
- Remain silent at all times. You must not speak to anyone – this could result in disqualification;
- You must stay with the invigilators and other exam candidates;
- Listen carefully to the instructions given by the invigilators – they will lead you to your assembly point and instruct you on how to line up;
- **When you return to the exam room, do not start your exam paper again until told to do so by the senior invigilator.** All missed time will be added on at the end.

Water Bottles

Water must be a clear plastic bottle, free from labels and no larger than half a litre/500ml. No other drinks are permitted in the exam room and you are only allowed to have one bottle on your desk.

Using the Toilet

If you need to go to the toilet during an exam, you must wait to be given permission by the senior invigilator and will be escorted by an invigilator of the same gender. Before you go in, they will check that no unauthorised material has been left behind and then wait for you outside, ready to escort you back in.