

During the exam period

Examination Regulations

The examination regulations are set by the Joint Council for Qualifications (JCQ). The regulations are strict and must be adhered to. Please take time to ensure that you are aware of all the rules and copies of all the JCQ documents can be found on the website on the exam information page or in the "Exam Information" booklet you were given during the autumn term.

Absence from examinations

You must attend all exams that are allocated to you as stated on your examination timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If you fail to attend an exam that has been paid for by the school, fees will be applicable. If you miss an exam due to illness, you **must** contact either your College Leader/Head of Year or the Examinations Officer on 01527 523088 as soon as possible on the morning of the exam and a medical certificate/letter **MUST** be sent to the exam office with two days of the exam you missed.

IF YOU DON'T DO THIS, FEES WILL BE RECHARGED TO YOU AND YOUR PARENTS FOR THE MISSED EXAM.

Unauthorised materials

Mobile phones, pagers, organisers, music players, headphones and any type of electronic communication or storage device **are not permitted** in the examination room. We do recommend that you do not bring any of these items into the exam room. If you do, you will be asked to switch off any devices and to hand them to the invigilator.

Cheating

If you are caught cheating in any way in an exam, you will be reported to the exam boards. "Cheating" means doing anything that is against the rules stated JCQ Information for candidates, which is included in the key stage 4 and 5 examination information. This includes

- Being in possession of a mobile phone
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates

Penalties for cheating can include disqualification from ALL exams.

Examination Papers

You must ensure that all examination answer booklets and additional paper have your name and candidate number on them. Please ensure that you know your candidate number and this can be found on your statement of entry or your exam timetable. Check you have the correct question paper, check the subject, paper number and tier of entry.

Conduct in the examination room

You must be silent at all times when you are in the exam room. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to assist you. Once you have entered the exam room, you have to be escorted at all times if you need to leave (e.g. if you need to go to the toilet). Please do not write on exam desks. It is regarded as vandalism and you will have to pay for any damage. You will not be allowed to leave an exam early even if you have finished your work as this disturbs other candidates in the room. If you do finish the paper early then use the remaining time to check your paper.

If the fire alarm sounds during an examination, remain seated and follow instructions from the invigilator.

Students who are disruptive to other candidates will be removed from the examination room.

Invigilators

Invigilators are in the exam rooms to supervise the conduct of the examination and they will hand out and collect the exam papers. Listen carefully to the instructions read out by the invigilators. They cannot discuss the exam paper with you or explain any question.

Equipment

You must provide your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case. All cases must be removed from calculators.

The following equipment should be brought to EVERY exam:

- 2 pens – BLACK ONLY
- 2 HB pencils
- Ruler
- Pencil sharpener (preferably one which catches the shavings)
- Rubber

For certain exams you will also need the following:

- Calculator
- Compasses
- Protractor
- Coloured pencil crayons
- Set texts (e.g. in English literature)
- Highlighters

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens **MUST NOT** be used in answer booklets but you are allowed to highlight parts of the printed questions if you wish to. You must not use any correcting fluid or tape in any answer booklets.

Calculators

Calculators may be used in most exams; your subject teachers will tell you if they are not allowed for a particular paper. You must bring your own calculator if you need one. You are not allowed to use a mobile phone as a calculator. Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The examination boards do not make any allowances for calculator failure or operational mistakes – **YOU** are responsible for making sure your calculator works properly. Calculators must not:

- Be dependent on mains supply (i.e. use a plug)
- Have alphabetic keys
- Be programmable
- Have noisy keys which could disturb others
- Be borrowed from another candidate during the examination
- Have retrievable information in them

Dictionaries

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). If English is not yours first language, then you may be allowed to use a bilingual translation dictionary in certain exams, however this **MUST** be arranged before the exams begin. If you think you may be eligible to use a bilingual dictionary please see the exams office.

Drinks and sweets

You are allowed to take into the exam room a drink of water in a clear plastic bottle with the label removed. Chewing gum and any other food or drinks are not permitted. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot do this for you so please make sure you have enough for the whole exam time.

End of the exam

The invigilators will collect your exam papers at the end of the exam. Absolute silence must be maintained during this time. Question papers, answer booklets and additional paper must **NOT** be removed from the exam room. You must remain silent until you are outside the room/building.

Location of the exam

Most exams will take place in the sports hall. Your individual timetable will state the location of your exam and your seat number. Please arrive at school at least fifteen minutes before the start time shown on your timetable so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you must sit at the desk that has been allocated to you unless the invigilator instructs otherwise.

Late arrivals

For late arrivals, the headteacher reserves the right not to allow you to take the exam. If you are more than 30 minutes late, a report will be sent to the exam board and they may not accept your work.

Special consideration

Special consideration can only be applied for if something that has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you must have a doctor's note). If after an exam you think you have a good reason for applying for special consideration, you need to see the exams officer in person within two days of the exam.

WARNING

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions, with no form or deception.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE, AS and A2 exams for a period of up to 5 years.
- Your invigilators have to follow the rules; they have to report to the exams officer anything that they feel could be suspicious.

DON'T LET IT HAPPEN TO YOU. STICK TO ALL THE RULES. DON'T RISK YOUR FUTURE.