

Cleeve
Park
School

JCQ Regulations Y11 and Y13 Examinations

Summer 2023

Expectations during exams

examination Regulations

- A copy of the **Information for Candidates for Written Examinations, Warning to Candidates and the Unauthorised Items poster** which are issued jointly by all the Awarding Bodies, are printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all subjects**.

Attendance

- Candidates are responsible for checking their own individual timetable and arriving at school on the correct day, at the correct time, in uniform and fully equipped.
- **MORNING EXAMS WILL START AT 8.45AM**
- **AFTERNOON EXAMS WILL START AT 12:45 PM**
- Please arrive in plenty of time and allow extra time to get to school so that if you are delayed, through transport problems for example, you still arrive on time.

Lateness

- Make your way immediately to the attendance office where a member of staff will escort you into the exam room. You must **NEVER** enter an exam room without permission.

Before the exams



The pencil case must be clear

Equipment

- For each examination you need to make sure you bring:
 - A **black** biro pen (plus spares)
 - A pencil (plus spares)
 - A ruler
 - An eraser
- Another extremely important piece of equipment is a **CALCULATOR**. All calculators must conform to exam rules and regulations; if in doubt check with your teacher. Please remove all covers and/or instructions. You must remember to **clear the calculator memory** before you start each examination.
- All items of equipment, pens, pencils etc., must be visible at all times. Therefore you are allowed **a clear pencil case only**.
- You are not permitted to bring 'Tippex' or correction pens into the exam room.
- Only material that is listed on the question paper is allowed into the examination room, such as anthologies, set texts etc. No 'rough or scrap paper' will be allowed. **Exam regulations are very strict regarding items that may be taken into the exam room. Any student found to have any material that is not permitted, will be reported to the exam board and risks being disqualified from the exam.**

JCQ Information for candidates




On your **exam day**

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

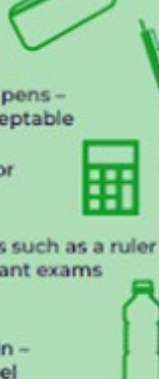
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
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Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

Expectations during exams

Mobile phones and electronic devices.

DO NOT BRING MOBILE TELEPHONES, I-WATCHES, IPODS, AIRPODS, MP3/4 PLAYERS OR ANY OTHER SUCH EQUIPMENT INTO AN EXAMINATION ROOM.

IF YOU ARE FOUND CARRYING SUCH EQUIPMENT IT WILL BE CONFISCATED AND YOU RISK BEING DISQUALIFIED FROM THE WHOLE EXAM SERIES.

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in
DISQUALIFICATION
from your examination and your overall qualification.

If a mobile telephone, or any other equipment that is not permitted into the exam room, is found on your possession during an examination, it will be taken from you and a report will be sent to the Exam Board.

There can be no exceptions.

Seating plans

- A seating plan will be in place for you, which will be displayed outside the exam room. The order of the seating plan cannot be changed and candidates must sit in the seats allocated to them on the plan.
- Name cards will be placed on a desk for each candidate stating your Name and Candidate Number. The plan is arranged according to TIER and candidate number, so you will sometimes be sitting in either FOUNDATION or HIGHER. This does not apply to every subject. Please note that you may not be sitting in the same seat for every examination, so always ensure you take the time to check the seating plan before each exam.
- Please do not write on or graffiti on the exam desks or your name card in any way. Do not turn your name card over; it is **a requirement of the examination awarding bodies that a candidate can be identified.**

Exam room

- There will be a board at the front of every exam room clearly stating the Centre Number, the Subject and Start and Finish times of the exam. There will also be a clock in every examination room.
- Candidates are not allowed to leave the examination room without the permission of an invigilator. You will be escorted by an invigilator. Candidates are required to stay in the exam room for the duration of the examination to ensure they make full use of the time and avoid disruption to other candidates.
- You may, if you wish, bring still bottled water into each examination. All labels must be removed. Fizzy or any other drinks will be confiscated.

Expectations during exams

Invigilators

- The school employs external invigilators to assist with conducting the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Failure to do so is a breach of examination rules.
- Invigilators are in the examination rooms to assist you and supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out continuation booklets if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.
- Listen carefully to all instructions given by the invigilators as they may have to hand out some important last minute information regarding the examination.
- Please note that invigilators or any other member of staff cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and a member of the Senior Leadership Team will be informed.

Question papers

- Each question paper clearly states on the front the SUBJECT NAME, DATE, TIME & LENGTH OF EXAM PAPER. It is extremely important that you check the **TIER OF PAPER, either FOUNDATION or HIGHER**, if applicable, **BEFORE YOU ENTER YOUR DETAILS**.
If you feel you have not been given the correct exam paper you must inform an invigilator immediately.
- Read all instructions on the exam paper carefully.
- **Ensure you write your LEGAL NAME, CANDIDATE NUMBER & the CENTRE NUMBER on all question papers and any continuation booklets.** Continuation booklets must be placed inside the answer booklet in the order used.
- Examination papers are scanned by the examination boards Do not draw, graffiti or write inappropriately on the examination papers in any way – if you do the examination board may refuse to accept your paper, they will report this to us.
- No question papers, answer papers, continuation booklets or texts may be taken from the exam room.
- At the end of the examination the invigilators will collect in all exam work. Remember to cross through any rough work you do not want marking and ensure you have put your details on every answer/continuation booklet. You are still under exam conditions at this point and must remain in absolute silence until you have left the room.

Expectations during exams

Fire Alarms

- If the fire alarm sounds during an examination the invigilators will ask you to stop writing and a note of the time will be made. If you have to evacuate the exam room, you will be asked to leave everything on your desk and leave in SILENCE. You will be escorted to a designated area. **You must not attempt to communicate with another candidate in any way, you are still under examination conditions.**
- When you return to the exam room you must not start writing until instructed to do so by the invigilators.
- You will be allowed the full working time for the exam .

JCQ Information for candidates

Appendix 5 Information for candidates for written examinations – effective from 1 September 2022

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4** You **must not** take into the exam room:
 - (a)** notes;
 - (b)** an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

Remember: 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.

- 5** If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8** You **must not** write inappropriate, obscene or offensive material.
- 9** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 Do not** borrow anything from another candidate during the exam.

JCQ Information for candidates

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
 - 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
 - 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
 - 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not open the question paper until you are instructed that the exam has begun.**
 - 5 Remember to write your answers within the designated sections of the answer booklet.
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JCQ Information for candidates

- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

JCQ Information for candidates

Appendix 4



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2022

JCQ Information for candidates



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.