

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic design.

Exams 2023

## 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

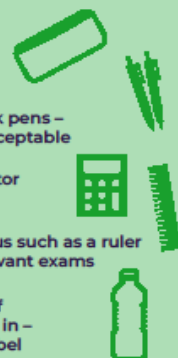
### What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



### 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



### 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](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



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.

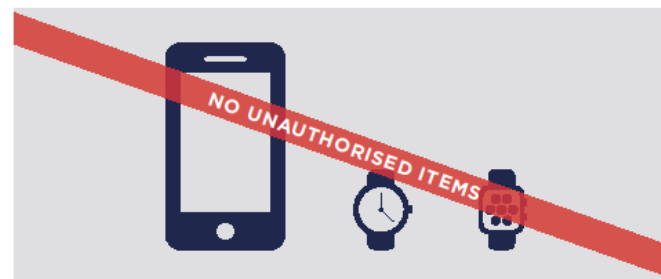
The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



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## 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.

# Containers & Exam Starts

- ▶ Get ready to put your belongings in the container while you queue sensibly. This means getting your pencil case and water ready so you can help speed the process up of storing bags.
- ▶ Containers will be open 20 minutes before the start time of the exam to ensure you have plenty of time to store your belongings and get to your exam room.
- ▶ Exams need to start **promptly** at the time stated on your exam timetable, therefore you **must** be at your exam room waiting quietly 10 minutes before the start of the exam to enable a smooth start.
- ▶ Ensure your pockets are completely empty before going to your exam rooms.

# Frequently Asked Questions

## Q What equipment should I bring for my exams?

- ▶ You must have a clear pencil case
- ▶ For most exams you should bring at least 2 pens (black ink only- No gel pens)
- ▶ For some exams you will need a calculator (lid removed), a ruler (marked with cm and mm), a pencil sharpener and a rubber, a pair of compasses, a protractor and coloured pencils.
- ▶ You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- ▶ Candidates may bring a drink to their examinations but this must be water and has to be in a clear plastic bottle without branding or any printing on. All labels must be removed.

# Frequently Asked Questions

## **Q What do I do if I have an accident or if I am ill before the exam?**

- ▶ Inform Mrs Hulbert by ringing reception at the earliest possible point so that we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will also need to obtain medical evidence (from your GP or hospital).

## **Q What do I do if I feel ill during the exam?**

- ▶ Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

# Frequently Asked Questions

**Q If I miss the examination can I take it on another day?**

- ▶ No. Timetables are regulated by the Examination Boards and you must attend on the given date and time.

**Q Do I have to wear school uniform?**

- ▶ Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc.

**Q May I go to the toilet during the exam?**

- ▶ You should avoid doing so as it disrupts your 'flow' and also disturbs others. You should only do so if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Only one candidate can leave the examination room to go to the toilet at any time.

# Frequently Asked Questions

## Q Can I leave the exam early?

- ▶ No - It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. Candidates must leave the examination room in a quiet orderly fashion at the end of the exam, showing consideration to other candidates who may still be taking a longer exam. Candidates entitled to extra time must remain in the examination room for the full duration of the examination, including extra time.

Remember, you are in exam conditions until you have completely left the exam room. You must be silent until you have completely exited the exam room as failure to do so could result in your disqualification of the exam.



# Frequently Asked Questions

- Q Why do JCQ Regulations state that I cannot bring my mobile telephone, watch or earphones into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, watch, earphones), is regarded as cheating and is subject to a severe penalty from the awarding bodies. The penalties are explained in section 5 of this handbook *“Examination and Assessment Malpractice”*.

You must leave these in the containers.