

Exam Season – Instructions to Candidates: 2024 - 2025

Please refer to the following links for full information on exam rules:

[Information for candidates documents - JCQ Joint Council for Qualifications](#)

[Instructions for Candidates 2024 - 2025 Video](#)

<p>Be on time for all of your exams.</p>	<p>Morning exams start at 8.40am Afternoon exams start at 1pm However, there may be some exceptions, so please double check. You must be in the exam venue in good time so that the invigilators can read out the instructions and for you to complete the front of your paper. You must not write on your exam paper until you are told to.</p>
<p>Report to the correct exam venue in good time</p>	<p>Be there at least 10 minutes before the start time. It is your responsibility to know when and where you need to be in advance. You have been provided with a personalised exam timetable by email and it can be accessed via the Exam Portal.</p>
<p>Equipment</p>	<p>Please ensure you bring the equipment you will need for your exams Black pens (non-erasable), pencils, rulers, calculators, compasses, highlighters, simple pencil sharpener (no compartment) Calculators – make sure they work properly; check batteries, clear memory, remove lid, check mode. You must ensure you do not have access to any pre-stored information and should put it into ‘exam mode’ if this facility is available on your model. Ask your teacher in advance if unsure how to clear your calculator memory or set the correct mode. School ID card – as issued: photo must be visible, no stickers</p>
<p>Bags and belongings</p>	<p>Your bags/mobiles/watches and/or other belongings will all need to be secured before the exam when in the main halls. Ensure that your mobile phone and watch are NOT brought into the exam hall. There is a clear wrist policy, so no bracelets (as per school uniform policy). Remember – Even if you do not use it or it is switched off, possession on your person of any unauthorised equipment/material/mobile phone/smart glasses or other web-enabled/smart device in the exam room could lead to disqualification. Phones must be fully switched off (with all alarms disabled) in the bag area.</p>
<p>What can I take into the exam?</p>	<p>Only the approved equipment for each exam. Pencil cases should be clear (not coloured), no print and completely see through. No lip balm, tissues, glue sticks, glasses cases etc. We have an empty pocket policy. Water – only water, only in clear (not coloured) unlabelled bottles, no printing/wording on them is permitted e.g. refill reminder bottles, branded writing. Bottles will be removed if they do not comply.</p>
<p>Seating</p>	<p>Seating plans will alter for each exam; therefore you will need to find where you are sitting for each exam. This will be posted on the noticeboard in advance of the exam. Refer to it before coming into the exam room to avoid delaying the start of the exam. Ensure you sit in the correct seat; ask an invigilator if you believe someone is in your seat. Ensure you know your exam number as this is required for each paper; this can be found on the seating plan or on your timetable.</p>
<p>If you are sick.....?</p>	<p>Always try to attend the exam unless told not to by a medical professional. Call the school reception at least 30 minutes before your start time if you are absent. If you feel your work may be affected by ill-health or any other reason, you must tell the invigilator in the exam room (do not leave it until afterwards).</p>
<p>Exam conditions</p>	<p>Once you pass the threshold exam conditions prevail (including no verbal/non verbal communication or opening exam paper before being told) and you must follow the instruction of the invigilators and exams officer at all times. Failure to do so is reportable to the exam board.</p>