### A  Be prepared for the examinations

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<td>1</td>
<td>Arrive at least 15 minutes before the start of each examination. Examinations begin at <strong>9.00 am or 1.45 pm unless otherwise stated</strong>. If you are late, you may not be able to take the exam or your work might not be accepted by the Awarding Body.</td>
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<td>2</td>
<td>NB You are not allowed to park on College grounds during examinations unless you normally have a car parking space on site.</td>
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<td>3</td>
<td>If you are unable to attend an examination, telephone the college on <strong>01223 507430 or 507400</strong> and explain the reason for your absence. In the case of illness you should obtain a doctor’s certificate and give this to the Exams team in the Registry.</td>
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<td>4</td>
<td>Check the whiteboard and screen in Reception or the screen in the Student Centre, on the day of your examination or test, to see which room you will sit your examination in.</td>
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<td>5</td>
<td>If you have 2 or more examinations in one session e.g. the morning, you will normally take the papers consecutively in the same room. Sometimes it is necessary to change the schedule and order of the examinations, in which case your Statement of Entry details what will happen. If the Statement of Entry states that you will be supervised between morning and afternoon exams, you will have to remain isolated from other students. You will need to bring a packed lunch and something to drink as you will NOT be allowed to go to other areas of the college, including the refectory. You will NOT be allowed to have a mobile phone, pager, MP3 player, iPod etc., or to access the Internet. You can use the period of supervision to revise if you wish. If your Statement of Entry shows that one of your exams has been moved to the morning of the day following its scheduled date, you will have to be supervised overnight. You will be accompanied to the Registry after your afternoon exam and must then be collected by a parent, guardian or carer and taken home. You must be supervised during the evening and overnight, which means that you must not make contact (face to face, by phone, email, social media, Internet etc.) with anyone who has already taken the examination which has been re-scheduled for the following morning. The next morning you must be accompanied by your parent, guardian or carer to the college Registry.</td>
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<td>6</td>
<td>Bring <strong>PHOTOGRAPHIC ID</strong> with you e.g. student ID card, passport, driving licence. If you do not do so, you will be kept behind at the end of the examination until we can confirm your identity. Bring a copy of your <strong>Statement of Entry</strong> with you.</td>
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<td>7</td>
<td>You may take water in a clear container into the examination, but all labels must be removed.</td>
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<td>8</td>
<td><strong>Arrange to put bags and valuables in a locker. Reception staff are not permitted to look after your possessions.</strong></td>
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<td>9</td>
<td>If you think you are entitled to extra time or the use of a word processor etc, you should have already informed the Exams team of your needs and received confirmation separately from the Exams team that these are in place. If you did not inform us, you must do so immediately but we cannot now guarantee to provide special arrangements for all your exams.</td>
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Revised July 2014
B Regulations – Make sure you understand the rules

1. Do not become involved in any unfair or dishonest practice during the examination or on-screen test.

2. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.

3. Only take into the examination room the pens, pencils, erasers and other materials and equipment which are allowed.

4. You must not take into the exam room notes, calculator cases/instruction leaflets, bags, potential technological / web enabled sources of information such as an iPod, a mobile phone, a MP3 / 4 player or a wrist watch which has a data storage device. Any pencil cases taken into the examination room must be see-through. For on-screen tests you must not have access to the Internet, email, data stored on the hard drive, portable storage such as floppy disks, CDs or memory sticks, nor to any pre-prepared templates.

   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. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

6. Do not talk to or try to communicate with, or disturb other candidates once the examination has started.

7. You must not write inappropriate, obscene or offensive material.

8. If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.

9. Do not borrow anything from another candidate during the examination or on-screen test.

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

1. Know the dates and times of all your examinations and on-screen tests. Arrive 15 minutes before each examination or test.

2. If you arrive late for an examination, report to the invigilator running the examination.

3. If you arrive more than one hour after the published starting time for the examination or test, you may not be allowed to take it.

4. Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.

5. You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

6. You will be informed separately of any equipment which you may need for an on-screen test.
### D Calculators, Dictionaries and Computer Spell-checkers

1. You may use a calculator unless you are told otherwise. If you do use a calculator, make sure it works properly and check that the batteries are working properly. Then clear anything stored in it, and remove any parts such as cases, lids or covers which have printed instructions or formulas. Do not bring into the examination room any operating instructions or prepared programs.

2. Do not use a dictionary or computer spell checker unless you are told otherwise.

### E Instructions during the examination

1. Listen to the invigilator and follow their instructions at all times. Tell the invigilator at once:
   - if you think any exam times, duration, information, or other details written on boards in the exam room are incorrect;
   - if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
   - if the question paper is incomplete or badly printed;
   - If you think you have been entered for the wrong on-screen test or the on-screen test is in another candidate’s name,
   - if you experience any system delays or any other IT irregularities during an on-screen test.

2. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet, or provided on-screen.

3. For written examinations, fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination. Make sure you fill these details in on any additional answer sheets or booklets that you use.

4. Remember to write your answers within the designated sections of the answer booklet.

5. Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets or booklets that you use.

### F Advice and assistance

1. If on the day of the examination you feel that your work may be affected by ill health or any other reason, make sure you tell both the exam room supervisor and staff in the Registry Exams team. The Exams staff will tell you what you must do if an application for special consideration is to be made to the Awarding Body.

2. Put up your hand during the examination or on-screen test if:
   - you have a problem and are in doubt about what you should do;
   - you do not feel well;
   - you need more paper for a written examination or have a problem with the computer during an on-screen test.

3. You must not ask for, and will not be given, any explanation of the questions.
### G  At the end of the examination

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<td><strong>1</strong></td>
<td>For a written examination, if you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Before you leave, invigilators will tell you how to submit the sheets - either fastened together with a treasury tag or placed inside the main answer booklet. Make sure you add your candidate details to any additional answer sheets or booklets that you use. For an on-screen test, ensure that the software closes down at the end of the test. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your printout(s).</td>
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<td><strong>2</strong></td>
<td>Do not take from the examination room any examination stationery, (i.e. any question paper, answer booklets used or unused), printouts, rough work or any other materials provided for the examination.</td>
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<td><strong>3</strong></td>
<td>Do not leave the examination room until told to do so by the invigilator.</td>
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