

## Information for Candidates

This has been written to let you know about what to expect, and what is expected of you, when you sit your exams.

### **Regulations**

The school runs exams on behalf of the Joint Council of Qualifications (JCQ). The JCQ set the regulations and rules that both you, and the school, must conform to. It is important that you know what the rules are, and that you abide by them. The JCQ Information for Candidates documents can be found here

[https://www.jcq.org.uk/wp-content/uploads/2024/01/IFC-Written\\_Examinations\\_2324\\_Revision\\_One\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/01/IFC-Written_Examinations_2324_Revision_One_FINAL.pdf)

Please read these documents carefully.

### **Malpractice**

Any breaking of JCQ rules is called Malpractice. The JCQ Inspector can, and will, come to the school at any time, without notice, to check that all the rules and regulations are being respected. The Invigilation Team also have to report any possible malpractice to the Exams Officer who will report the candidate to the Exam Board. The Exam Board decide on the outcome of the malpractice investigation, the school has no influence. Malpractice can result in a candidate being disqualified from the individual paper, the qualification, or all qualifications.

Malpractice includes, but isn't restricted to...

Any form of disruption or communication with other candidates in the exam room

Having a mobile phone or any other electronic device with you in the exam room

Introduction of notes into the exam room, this includes writing on hands and arms.

Refusal to follow instructions given by Invigilators.

### **Before the Exams**

#### **Timetables**

Near the time of your exams, you will receive a timetable with showing the date, time, duration, room and seat number for each of your exams. Please check it carefully. If you think something is wrong, contact the Exams Office immediately.

#### **Candidate Number**

Each candidate has a four-digit candidate number, you will find yours on your Exam timetable. This is the number you will need to enter on every exam paper you sit, please remember it!

#### **Equipment**

It is your responsibility to arrive at your exam with the necessary equipment.

Two or more working black pens Pencil, Ruler, Eraser

Calculator – please ensure your calculator meets the requirements set out in the document JCQ Calculator Regulations.

Pencil cases must be clear (not tinted) and transparent.

## **Exam Day**

Check your timetable – make sure you know your room and seat number. Arrive 15 minutes before the exam start time and wait quietly. You must wear full school uniform and have your equipment with you.

You may bring a bottle of water – the bottle must be resealable (no cups or cans) and all labels should be removed. Toilet breaks are not permitted in the first 45 minutes or last 15 minutes of any exam paper so please go to the toilet before entering the exam room.

## **Bags and Coats**

You must leave your bag and coat outside the exam room.

You must leave your mobile phone, your watch, and any other unauthorised material in your bag.

Empty your pockets into your bag to ensure you don't accidentally introduce notes into the Exam Hall which would be reported to the Exam Board as malpractice.

Seating plans are displayed in the hall before each exam. You should check this if you are unsure of your seat number.

## **Starting your exam**

As soon as you are in the exam room you are subject to JCQ regulations.

Do not speak or in any other way communicate with another candidate once in the room. You must enter the room in silence.

Make your way to your allocated seat. It is vital that you sit in the correct seat. If you find someone else there, tell an Invigilator. Sit at your desk.

The Invigilator will read out the JCQ Notice at the beginning of every exam and then tell you to start your exam.

## **During the exam**

Toilet Breaks are not permitted within the first 45 minutes or the last 15 minutes of the exam. If you need to use the toilet at any other time, raise your hand and an Invigilator will accompany you.

Extra paper If you need extra paper to write on, raise your hand.

Any paper that you are given will be returned to the Exam Board with your completed paper. III

Illness If you feel ill during an exam, raise your hand and let an Invigilator know.

## **At the end of the Exam**

Sit quietly and hand your paper to the Invigilator who comes to collect it from you.

Remain in your seat until you are dismissed and then leave the room in silence.

All candidates will remain in the exam room until the end of the time allowed. Leave the area quietly.

Emergency Procedures If the fire alarm sounds during an exam, listen carefully to the invigilator and follow their instructions.

If you are evacuated from the exam room, you remain under exam conditions so do not communicate with anyone other than members of staff.

If you are late... Please don't be late! However, if you do arrive late go to your exam room and make yourself known quietly to the Invigilators. If they can, they will give you the full time allowed. Please be aware though that the Exam Board may not accept work from a candidate that has arrived very late – if there is a danger that this is the case, the invigilators will bring you to the Exams Officer after your exam.