



Information for Candidates: Written Examinations



REGULATIONS - UNDERSTAND THE RULES

1. **Be on time:** Arrive early for all exams.
2. **No cheating:** Avoid any unfair practices.
3. **Prohibited items:** Do not bring anything with writing on it, any form of electronic device, or smart gadgets into the exam room. Jewellery is not allowed.
4. **Stationery:** Use only see-through pencil cases.
5. **No communication:** Do not talk or disturb others during the exam. This includes making signs or attempting to make eye contact
6. **Writing tools:** Do not use correcting pens, fluid, or tape. Do not highlight your own work.
7. **Leaving the room:** Do not leave the exam room unaccompanied.
8. **Borrowing:** Do not borrow items from other candidates.

INSTRUCTIONS DURING EXAM

1. **Follow Invigilator instructions:** Listen and follow their guidance.
2. **Question paper issues:** Raise your hand and report any issues immediately.
3. **Start writing:** Only begin when instructed.
4. **Answer booklet:** Write within designated sections and include your details on additional sheets. If you write outside of these areas your work may not be scanned and therefore not all work may be marked.



INFORMATION - ATTEND YOUR EXAMS PREPARED

1. **Know your schedule:** Be aware of exam dates and times. Know your seat number and location. Use Edulink for this prior to arriving on the day.
2. **Late arrivals:** Report to the invigilator if late. After 1 hour of the centre start time, you are classified as very late, this lateness is reported to the exam board who will decide whether to mark your paper or not.
3. **Essential items:** Bring only necessary black pens, pencils, rulers, protractors, compasses and erasers. These should be contained within a clear pencil case.
4. **Writing:** Use black ink for answers.

CALCULATORS, DICTIONARIES AND SPELL-CHECKERS

1. **Calculator use:** Allowed unless specified otherwise. You are not allowed to bring into the exam room the cover of a calculator.
2. **Calculator checks:** Ensure it works properly and clear any stored data.
3. **No dictionaries:** Do not use dictionaries or spell-checkers unless permitted.





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ADVICE AND ASSISTANCE

- 1. Health issues:** Inform the invigilator if unwell.
- 2. During the exam:** Raise your hand if you have a problem or need more paper.
- 3. Requesting use of a toilet:** Raise your hand and an invigilator will put in place appropriate arrangements for you to use the toilet in line with JCQ guidance. Unless there is a medical condition supported by medical evidence, prior to the exam period, students are not permitted to leave the exam hall to request use of the toilet in the first 45 minutes of an exam and the final 30 minutes of an exam. Therefore, for exams under the length of 1 hour and 15 minutes, students are not permitted request a toilet break. Toilet breaks are not a given, students should ensure that they have visited the toilet prior to starting all exams. *Students miss any time they are not in the exam hall, the time is not added on after.*



AT END OF EXAM

- 1. Organise answer sheets:** Place them in the correct order.
- 2. Leaving the room:** Wait for the invigilator's permission and do not talk or try to communicate until you have left the exam room.
- 3. No stationery removal:** Do not take any exam materials out of the room.