

Exams- know the rules!



# The basics...

- The school as an examination centre must prove it adheres to the rules as set out by the awarding bodies and the JCQ
- An OFQUAL or JCQ inspector can turn up for any exam at any time and check the rules are being met! This is usually at least once during each examination period
- Teachers of the subject being examined aren't allowed in the examination hall. But they can debrief before the exam outside the hall so **turn up early to hear key tips!**

# Before the exam...

- Make sure you have all the equipment needed for the exam
- Check to see if you need a calculator, ruler etc
- **BUY A FEW BLACK PENS!** Exams need to be written in black only
- Additional requirements such as a reader, use of a laptop, additional time, coloured exam paper, enlargements or separate rooms should all be agreed before the start of the exam period
- Only 'emergency' access changes such as following an injury to the dominant (writing) hand will be catered for on the morning of an exam
- You can take in a clear pencil case only (leave a calculator case at home)
- You can take a water bottle in but it has to be clear and with no labels!

# Phones and watches...

- **No** phone is allowed to be on your person during an exam. Even if switched off in your pocket.
- **No** smart watch (or any watch that can store data) is allowed to be on your person during an exam. Even if switched off in your pocket!
- All 'normal' watches should be removed and placed on your desk

# During the exam...

- If you feel ill or sick during the exam, put your hand up and wait for the invigilator to come to you. **Don't walk out!**
- You can't use tippex, erasing pens, gel pens or highlighters in your answer
- You must not write inappropriate, offensive or obscene material anywhere on your paper, including the cover or blank pages e.g. The back page. This could, and has, resulted in disqualification from all exams
- You cannot borrow equipment from someone on a neighbouring desk (e.g. a calculator). This could lead to disqualification.

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Check if your exam is am (9am) or pm (1pm for A level or 1.30pm for GCSE) **AND** turn up early to get a vital debrief from the subject staff before the exam starts!



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile  
phone, is a serious offence and could result in

**DISQUALIFICATION**  
from your examination and your overall  
qualification.

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