

Advice for Students Taking Exams

- Arrive at your exam room in good time
- Contact the school if you are going to be late or absent – if we know you are having a problem we may be able to help you
- If you do arrive late report to the school office and inform them you need to enter an exam late
- An Invigilator will escort you into the exam room
- Check the seating plan (in the foyer or on the wall outside the room) so you know where you must sit
- Bring all the equipment needed with you including calculators, mathematics equipment, pens etc (BUT only equipment needed for the exam)
- You may bring a bottle of water (no juice or fizzy drinks) with the label removed – clear bottles only
- Once in the exam room do not talk to other students
- Put your personal belongings at the front of the exam room
- Ensure mobile phones are switched off and handed into the invigilator
- Listen to the instructions of the invigilator carefully
- When you start the exam take a few moments to read the question paper carefully
- Follow the regulations of the examination at all times
- Do not talk, attempt to talk or disturb any other candidate – you may be disqualified
- If you need assistance during the exam put your hand up and wait for an Invigilator to come to you
- You must not leave the exam room until told to do so by an Invigilator
- At the end of the exam do not talk until you have left the room
- Examination regulations are imposed by the Joint Council for Qualifications (JCQ) – we must abide by them and report any student found to be contravening them
- After the end of the exam go immediately to your next lesson or as instructed by the person ending the exam and do not obstruct the foyer or corridors
- If you have any problems speak to your teacher, Head of Department, the Examinations Officer or an Invigilator

Mobiles Phones and other Electronic Devices

It is recommended that students do not bring mobile phones and other electronic communication and storage devices, such as ipods and MP3/4 players, into the exam room. If brought into the exam room they **must be switched off** and stored with other personal belongings or handed into an Invigilator. Items given to the invigilator will be stored in a basket with other items handed in.

A mobile phone which rings contravenes examination regulations. A ringing phone will be located and removed from the exam room to prevent disturbing other students. Items removed from the room can be collected from the Examinations Office after the examination.

Appropriate action will be taken in accordance with JCQ regulations.