



**You can lose marks or even face disqualification if you do not follow these rules, so please read them carefully.**

### **Timetables and punctuality**

You will be issued with a personalised timetable listing the dates, times and locations for each of your exams.

Read your timetable carefully – being in the right place at the right time is your responsibility. You must be outside the exam room, ready to go in, at least 15 minutes before the start. If you are late, the exam will start without you and the Exam Board may refuse to accept the work that you do.

### **Seating plans**

Seating plans will be posted on the notice board on the day of each exam. You must check the plan before entering the exam room and sit in the place allocated to you.

### **Lateness, illness and other circumstances**

If you are too ill to attend, or unavoidably late then you must ring school on 01905454627 as soon as you can.

Be clear about the fact that you have an external exam. Do not leave a voicemail message. Listen carefully to the advice you are given.

If you are taken ill at school, have any significant health concerns or other genuine problems affecting your performance you must see Mrs Reeves the Examinations Manager as soon as possible. If you feel unwell during an examination then let an invigilator know immediately.

### **Authorised materials**

You are **only allowed** to bring the following equipment into any exam:

- **Normal writing equipment either loose or in a completely see-through pencil case**
- **A calculator (although not permitted in all exams)**
- **Subject-specific materials such as preparation sheets or set texts only if specifically instructed**
- **A drink of water but only in a clear re-sealable bottle and with any label removed**

Anything other than these items is regarded as 'unauthorised material' by the Exam Boards and must not be in your possession in either a written exam or a speaking test. This includes but is not limited to:

### **Unauthorised materials**

- **Mobile phone**
- **MP3/4 players/iPods/electronic equipment**
- **Wrist watches which have a data storage device i.e., iWatches or any other product with text/digital facilities**
- **Notes of any description**
- **Dictionaries**
- **Calculator lids, cases and/or instruction leaflets**
- **Bags and coats (only normal indoor school uniform is allowed)**
- **Blotting paper**
- **Tissues in packets**

### **Mobile Phones and other electronic equipment**

You are not allowed to take your phone or any other electronic equipment into an exam. As the consequences can be extremely serious, monitoring equipment will be used to ensure this rule is not broken. It is safest not to have such items with you in school on an exam day. However, if this is unavoidable, you must hand any equipment in as required before the start of your exam, which will be then returned to you at the end.

### **School Uniform**

You are expected to wear full uniform. If you arrive without the correct uniform, you may not be allowed to sit the exam until you are properly dressed. Bags and coats are not allowed in the exam room.

### **Conduct**

Once you have entered the exam room you must not communicate with other candidates in any way. You may only speak to the invigilators. Once seated you should face the front at all times and ensure that you look only at your own work. To avoid any misunderstanding, do not look toward candidates in the rows on either side of you or behind you even if you have finished the exam. Your conduct in the exam room must not disturb or distract any other candidates. Remain silent until you have left the room at the end of the exam and respect the fact that there may still be candidates working.



## **Basics**

Never write on your answer book until you have been instructed to do so, not even to fill in your candidate details.

Always check that you have been given the correct question paper for your subject and unit and that you have everything listed. Note the time allowed for the exam and read all the instructions carefully. Ensure you fill in answer books and any supplementary sheets according to the instructions.

If you need to attract an invigilator's attention at any point in the exam, raise your hand and wait quietly.

## **Acceptable writing equipment:**

- Black ink or ballpoint pen only (blue is **not** allowed)
- Coloured pencils/inks only for maps, charts etc. (unless you are instructed otherwise)
- Pencil – only for graphs and diagrams (use black pen for rough notes and calculations)
- Highlighters – only on the question paper not in your answers
- Completely see-through pencil cases only to be used

## **Unacceptable writing equipment:**

- Blue pen
- Erasable pens
- Gel pens of any colour (including black)
- Correction pens, fluid or tape
- Pale Coloured pencils/inks (i.e., pastel colours that do not easily show up)

## **Calculators**

Where calculators are permitted it is your responsibility to provide your own of a suitable size and to ensure it has sufficient battery life. Calculator memories must be cleared as the use of information stored in the memory is an infringement of the regulations. Calculators may be subject to spot checks.

You are not allowed to borrow a calculator from another candidate during the exam.

## **Rough working**

Rough working should be done in your answer book and neatly crossed through, not obliterated, if you wish it to be discounted. You are not allowed extra paper for rough working. Do not make any notes on your hands or arms as this may be misunderstood as notes you have brought into the exam with you.

## **Drinks**

Only water in clear re-sealable bottles is allowed in the exam room. You must remove bottle labels before entering. Any bottles containing anything other than water or with labels on will be taken away from you.

Chewing gum and sweets (including cough sweets) are not allowed.

## **Fire Alarm**

If the alarm sounds, remain silent and listen to the instructions given to you by the invigilator. Exam conditions continue to apply even if there is an evacuation. You must not communicate with other candidates at all and if you do so it is likely that the Exam Board will disqualify you from that exam.

## **Access Arrangements**

If you have been permitted an Access Arrangement, please make sure you are fully aware of how it will operate in each exam. If in doubt, see Mrs Reeves the Examinations Manager or Miss Beck (Achievement College Office).

## **At the end of an exam**

You are not allowed to leave the exam before the stated finish time even if you have finished working.

When the invigilator tells you to stop writing you must do so straight away. You must not attempt to finish a question or a sentence and should immediately close your answer book. You may fill in your candidate details on any supplementary booklets or sheets at this point.

Help to speed up the collection process by holding up your completed papers (and any other materials) for collection.

***If you are unsure about any of these rules then please see Mrs Reeves the Examinations Manger.***