



## **WRITTEN EXAMINATIONS**

### **Summary of Regulations and Important Information**

*The following information is very important: please read carefully*

1. You should read all the **JCQ** notices (available on the school website and exams' notice boards), e.g.:  
**"Information for Candidates for written exams"** (updated Sept 2018)
2. Exam **starting times** for written exams in this centre are, normally, as follows:  
**Morning exam session – 9:00 a.m.**                      **Afternoon exam session – 1:30 p.m.**  
You must be ready outside the exam room about 15 minutes before the exam starting time. (8:45 a.m. and 1:15 p.m.)  
(If you know that you may be late in arriving at school for an exam, you must phone the school – 01845 522024)
3. If you have two (or more) exam papers scheduled for the same exam session, one paper will be taken after the other.
4. If the duration of your exam papers in one session exceeds 3 hours, (a clash) then arrangements will usually be made so that you take one paper in the next exam session with lunch time supervision.
5. You will be issued with a **personal exam timetable** for each exam season.
6. You must not talk to, attempt to communicate with or disturb other candidates in the exam room.
7. You must not become involved in any unfair or dishonest practice in any part of examinations.
8. You **must not** take into the exam room any of the following items:  
notes; calculator cases / instruction leaflets; bags; coats; any electronic devices  
or **any other unauthorised materials**. (see further details on the JCQ "Information for Candidates")
9. You must remove any wrist watch and place it on your desk. (Reminder: "smart" watches are NOT allowed in the exam room)
10. **Pencil cases must be transparent** and you must write your answers in **BLACK ink/pen** (unless instructed otherwise).
11. You must write your **full, legal first and last names** on your answer papers.
12. You are responsible for producing **legible** writing.
13. You are very strongly advised **NOT** to take any type of drink into the exam. However, if you feel that you must, then it should be still/uncarbonated **water** in a plain, **transparent, un-labelled plastic bottle**. As you enter the room, you must **ask the invigilator for permission** to have the water with you.
14. You **must not** take into the exam room any **food**. If you feel that it is beneficial that you have sweets (e.g. throat or cough sweets) then you must **ask the invigilator** for permission as you enter the room.
15. Make sure that you always bring the necessary equipment, and spares, to each exam (e.g. **black pen(s)**, calculator, ruler, pencil, protractor, etc.). Items may be purchased from School Reception just before you enter the exam room. Invigilators cannot supply you with items that you have forgotten. (N.B. Highlighter and gel pens are NOT allowed in writing your answers).
16. If you are eligible for special exam Access Arrangements, you should have received your Access Arrangements card.
17. **"FIRE" ALARM**. If the school "fire" alarm sounds while you are in an exam room, whilst sitting an **external** exam paper, you must follow these instructions –
  - **You must NOT speak** to or communicate with anybody else in any way (exam conditions remain in force).
  - You must **stay in your seat to wait for instructions** which will be given by the exam invigilator.
  - **You must follow all instructions** given to you **exactly**.
  - If you are told to exit the exam room, do **NOT** go to the usual emergency assembly points (e.g. bus park / front yard) to line up in tutor groups. (Instead, you will probably be told to assemble close to the exam room from which you exited, maintaining a distance of >2 metres between yourself and any other candidate).
  - You must **continue NOT to speak** or communicate with anybody else in any way.
  - When you are relocated to resume your exam, you will be allowed the full exam time and applications for Special Consideration will be made for all candidates, owing to the disruption in the exam.

#### **EXTERNAL EXAMS ONLY**

18. **CONTINGENCY PLAN**: You must remain available until **26 June 2019** should an awarding body need to invoke this.
19. **SPECIAL CONSIDERATION** (for illness, etc):
  - If you are unwell on the day of an exam (or the day before), and your preparation for and/or your performance in that exam is compromised, you should speak to the Exam Officer or the Head of Upper School / Sixth Form College.
  - If you become unwell during an exam, you must put your hand up and tell the exam invigilator. You should also speak to the Exam Officer or the Head of Upper School / Sixth Form College as soon as possible after the exam.
  - If you have a chronic medical condition or illness which compromises your performance in an exam, you should inform the Exam Officer or the Head of Upper School / Sixth Form College as soon as possible.
  - During the exam season, if you suffer any traumatic experience such as bereavement, domestic crisis or accident, you should inform the Exam Officer or the Head of Upper School / Sixth Form College.
20. **CENTRE ASSESSED MARKS – Review of Marking**
  - Your teacher will tell you your marks for centre-assessed units. If you wish to consider a request for a review of your centre assessed marks, you may request copies of relevant materials from your teacher.
  - The deadline date by which you should submit a written review request is - 1<sup>st</sup> May (18<sup>th</sup> May for Art exams).
21. **EXTERNAL EXAM RESULTS**
  - Access to Exam Scripts and Marking Reviews are available services. See the school website, exams notice board or the Exams Officer for further information.