

Examination Etiquette



Be Prompt! Morning examinations start at 9.00am and afternoon examinations start at 1.30pm. You **MUST** arrive at least 20 minutes before the start of the examination.

If you arrive after 9.30am for a morning examination or after 2.00pm for an afternoon examination it is very unlikely that the awarding body will mark your paper. Your admittance into the examination room after these times will therefore be at the Invigilator's discretion.



DO NOT BRING ANY ITEMS INTO THE EXAMINATION ROOM WITH AN ELECTRONIC COMMUNICATION/STORAGE DEVICE OR DIGITAL FACILITY. This includes your mobile phones and MP3 players, iPods etc. You must **NOT** bring any notes or any other items that could provide you with an unfair advantage.

IF YOU ARE FOUND IN THE POSSESSION OF ONE OF THESE ITEMS YOU MAY BE DISQUALIFIED FROM THE EXAMINATION BY THE AWARDING BODY.

We do have limited facilities for the safekeeping of such items during your examination. Please note however, that no responsibility for loss or damage during this time will be accepted by the college.



Your pen must be **BLACK** for all examinations. Only **CLEAR** pencil cases will be allowed and you should **not** use gel pens, correction fluid or highlighters on your paper.

Please ensure that you bring the correct equipment into your examination. We do not always have the equipment available for everybody in the examination room and this could result in you taking the examination without everything you need. For examinations where you require a calculator, you should **not** have a cover or lid on your desk.

Please always remember to bring your student card with you as proof of identity. This will need to be displayed face up on your desk for the Invigilators to check and verify.



You should dress sensibly for the examination. The temperature in Concord Sports Hall can fluctuate enormously. Consider wearing something comfortable with a jacket or jumper that can be put on or taken off.

HATS ARE NOT ALLOWED and you will be told to remove them.

FOOD is also **NOT** allowed in the examination room unless a previous arrangement has been made with the Examinations Office.



BOTTLED WATER WITH A SPILL-PROOF CAP will be allowed in the examination room if necessary. There must be **NO LABELS ON THE BOTTLE.**

There is absolutely **NO TALKING** or **COMMUNICATION BETWEEN STUDENTS** once you enter the examination room. If you have any questions you should raise your hand once seated and an Invigilator will come to you. Any other communication will be treated as **MISCONDUCT** and you will be reported to the awarding body. This could lead to disqualification.

Please remember that the Invigilators are there to ensure that your exam runs smoothly and in accordance with the rules and regulations set by the Joint Council of Qualifications (JCQ). With this in mind please listen to and follow their advice and instructions at all times.



If you have any questions or concerns regarding your examinations please contact Lesley Harley or Lizzie Bridges in the Examinations Office (T04) as soon as possible.