



Longley Park Sixth Form College

## Guidance - College Expectations for Student Behaviour before and during Exams

**Be prompt.** Arrive for morning exams at **8.30 am** and for afternoon exams at **1.00 pm**. Exams will start promptly at 9.00 am and 1.30 pm, this allows half an hour before the start to ensure that all the pre-examination tasks are done. (See below)

**Do not** bring any items with an electronic/storage device or digital facility into the exams (**including mobile phones**). This will lead to your disqualification by the awarding body. **You need to turn off and hand over** any such devices and receive a receipt before entering the exam hall. **Allow time** for this to be done. No responsibility for their loss will be accepted by the college, they are best left at home.

**You must provide** a working black pen for all examinations. Pens **will not** be available inside the Hall unless a pen has unexpectedly run out.

**Ensure that you bring all the correct equipment** for exams. (Pens, pencils, calculators, rulers, compasses etc). **This is your responsibility**. Calculator lids cannot be displayed on the desk during the exam.

**Bring your student ID card as proof of identity at all times.** This will need to be placed on the desk during the exam.

**Hats are not allowed.** You will be asked to remove them. If headwear is worn for religious beliefs a check in private may take place to ensure no disallowed items are being worn.

**Food is not allowed.** (Unless there is a previous exemption by the exam office).

**Drinking water will be allowed** in a spill proof cap bottle. There must be **no labels** on the bottle.

Once you enter the hall there must be **no communication between students**. Find your place quickly and **sit quietly** until the exam starts. (Your place in the exam hall will be clearly displayed outside the Hall prior to the exam).

If you have a question **raise your hand** and wait patiently until an invigilator can deal with your query. Any other communication will be treated as **misconduct** and reported by the invigilator to the awarding body. This could lead to **disqualification**.

Once the Exam has started you cannot leave the exam hall until the end of the exam, unless instructed to do so by an invigilator.

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I agree to abide by the above guidance and realise that it is my responsibility to meet the requirements outlined by JCQ. Failure so to do may mean my exclusion from the exam.

Signed: .....

Date: .....