



Examination Information Handbook for Students

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Introduction

All candidates **must** read the 'Information for Candidates' which is issued by the Joint Council for Regulations (JCQ) which represent the major Awarding Bodies. This important information can be found in the exam section of the college website. You can find copies of 'Warning to Candidates' and the 'No Mobile Phone' notice displayed on the smart screens around the college, on the notice board outside the Exams Office and outside each exam room.

Failure to observe JCQ Regulations can lead to disqualification from exams.

The college will apply these regulations regarding **cheating** and/or **malpractice** without hesitation.

If you have any queries about the procedure either before, during, or after exams, please see a member of the examination staff in Room 223 in the Hampton Building.



The JCQ documents shown below should be read before candidates take external exams at this centre. It is also recommended that this 'Examinations Handbook for Students' is read so that you are fully prepared.

[Information for candidates for written examinations \(AQA, City & Guilds, CCEA, OCR, Pearson, WJEC\)](#)

[Information for candidates for non-examination assessments \(AQA, OCR, Pearson and WJEC\)](#)

[Information for Candidates – On-Screen Tests](#)

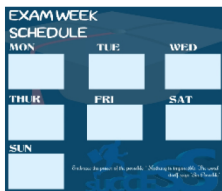
[Information for candidates – Privacy Notice](#)

[Information for candidates – Coursework Assessments](#)

[Information for candidates – Using Social Media](#)

[College Examination Policy](#)

[College BTEC Policy](#)



Please **check your timetable** prior to your exam. This is available on Arbor and your student portal. Your Timetable will provide information on the start time of your exam. It is important that you know which room you are in and your seat number. Check your exam timetable on a daily basis.

Morning examinations begin at 9:00am and afternoon examinations at 1:30pm.

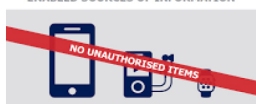
Candidates are required to **arrive 20 minutes before** the published start time for the exam and we expect you to be seated 10 minutes prior to the start of the exam. If you arrive any time later than 10 minutes before the start, you will be required to wait until there is an appropriate moment to enter the exam room without disturbing the exam process. This may result in you missing the start of the exam session and consequently reduce the time available for you to complete the exam.



In the days leading up to your examinations, you will be expected to **attend all lessons as normal**. The only exception is if you have an afternoon exam, then you do not have to attend your lessons in the morning before the exam. If you have an exam in the morning, then you must not be absent from lessons the afternoon before. As soon as you have finished your exam you should make your way to your next lesson even if the class has begun.



**NO MOBILE PHONES
SMARTWATCHES
MP3/4 PLAYERS**
NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.

This notice must be displayed in a prominent place outside each examination room.
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Mobile phones, MP3/iPod, wrist watches, including Smart Watches and earbuds, are not permitted in the exam room. Ensure that they are completely switched off including any alarms. Put them in your bags and leave your bags where the invigilator tells you.



Hats, caps, scarves etc must be **removed** during the exam (unless worn for religious or cultural reasons).



Coats must **not** be hung on the **back of your chair**.

Before each exam ensure you know your **seat number** and **candidate number**. This is shown on your exam timetable which you will find on Arbor and your student portal. **For BTEC exams, you will be given your unique Registration number on the day of your exam.**



Bottles of water only should be brought into the room. Labels removed and bottles placed on the floor.



The college does not provide facilities for keeping valuables for you during exams and will accept no responsibility for items lost or damaged. Advice is **Do Not Bring Valuables with you to your Exam.**



The Awarding Bodies will disqualify anyone who is found with **unauthorised materials** or items on them.



If you **require** additional **paper** or other **materials**, you should **raise your hand** and wait for an invigilator.



Bring all materials you need for the exam - black pens, HB pencil, etc.

All exam materials should be in a **clear pencil case** or plastic bag. Hand any unauthorised materials in before the start of the exam.

You **cannot use Tippex** or similar erasers. You must write in **black ink/biro** (except for diagrams etc). Cross through any rough work or sentences you do not wish to be marked by the examiner.



If you have a **clash of exams** you should find that it has been resolved on your timetable. If this is not the case, see a member of the exam staff in room 223 well **before the day** of the exam.



Subject Clash: You will have been notified by the exams office whether you have a subject clash. This means that you will **not** be allowed to **speak** to candidates who may already have taken or who are going to take the **same exams** as you that day. You should report to the invigilator in your room at the start of your first exam and **hand in any mobile**.



Clash: When you have finished your first exam you **MUST NOT** leave the room until you can be escorted to an area where you will be **supervised** until the start of your next exam. If this is over the lunch break, then you must **bring lunch** with you and you may also revise during this time. Make sure you have everything you need for all exams on that day as you will not be allowed to go home to collect anything you have forgotten. **This is your responsibility.**

If you arrive late for an exam you may not receive the full -time allowance, this will only be given at the discretion of the Examination Staff and in accordance with the JCQ regulations.



You will not be allowed to leave during the first hour or the last 20 minutes of any exam.

You must **not talk** to each other once you enter the exam room.



You **will not** be permitted to go to the **toilet unescorted** during your exam, so please make sure you go before you enter the exam room.



If you become **ill** or need to go to the **toilet raise your hand** and wait for an invigilator. You will **not** be allowed back in if **unsupervised**



If you are timetabled to **sit two** or more **papers/units** following on from each other, then please remain seated.



If you are **ill, bereaved** or have any **serious problem** during the exam period it may be taken into consideration by the Awarding Body. You must **contact the Exams Manager** and provide **medical or other evidence**, if appropriate, within three days of the exam affected. If you are unwell on the day of the exam, go to the Exam Office for advice.



Do not leave the room without the **permission** of the invigilator.



Many exams will take place in the Sports Hall. This means there could be exams finishing at varying times. If you are released from your exam whilst others are continuing. **PLEASE respect each other and remain silent** until outside the building.



If you use a **word processor** for exams then please remember to use **font size 12** and **double line spacing**



Information about how to get your **results** and **post result services** will be on the **exams page** on the **College Website**.