

Exams Rules & Regulations

Many rules that students need to adhere to are determined by JCQ. Failure to follow these rules could result in a student's paper being disqualified.

- Students must be silent and face the front at all times when in the exam room
- Students must not turn around or attempt to communicate with any other student until they have collected their belongings and left the exam room
- Students are not allowed to leave the exam room until the official published end time.
 - It is advised to use the full time to check work and add any extra information.
- Students must follow invigilators' instructions at all times
- Mobile phones and any other electronic devices must be switched off and handed to the invigilators before entering exam room
 - It is advised to leave mobile phones and all electronic devices at home during exams
- Wrist watches must be taken off and placed on the desk.
- Smart watches are not permitted, they should be handed in with the mobile phones
- Students must check that they have been given correct exam paper
- Students are required to go to their assigned seat and check that the candidate card on the desk is correct
- Bags, books or notes are not allowed at the examination desk
 - Pockets must be empty
 - Bags, jackets and coats should be placed at the back of the room
 - Blazers may be temporarily placed at the back of the chair – pockets must be empty
 - The School can take no responsibility for valuables left in bags
- If assistance is needed from an invigilator, a hand needs to be raised to attract their attention. (Invigilators are not able to help with the content of the exam paper)
- Water can be taken into the exam but must be in a clear bottle with the label removed
- No food is permitted in the exam room (including gum and sweets)
- If students bring their own equipment, it must be in a clear pencil case (and calculator lids must be removed)
- School uniform must be worn
- Inappropriate or disruptive behaviour will not be tolerated. Disruptive students may be removed.
 - Instances of disruptions and/or attempts to communicate with other students will be recorded by invigilators and reported to the exam boards,
 - penalties may be applied by the exam boards who are very strict about breaking the rules.

Prohibited Items

The following items must not be brought into any exam room:

- Mobile telephones, pagers or other communication devices
- Smart watch or wrist watch with a storage device/internet access
- Non-transparent pencil cases
- Calculator cases and instruction books
- Personal stereos, including MP3/4 players
- Books, notes, letters, diaries or other printed material
- Food and drink
- Tippex, correction pens, gel pens.