

Exam Rules & Regulations

Start of exams

- Morning exams start at 09.00am
- Afternoon exams start at 13.15 (this may change depending on the length of the exam)
- Be on time
- If you arrive late for an exam, you may not be allowed to take it
- Leave your belongings as directed by invigilators and go to your seat as stated on your exam timetable
- Once you have entered the exam room, you are under exam conditions (see below) and you must listen to all instructions given

Exam conditions

- NO TALKING to anyone
- Mobile phones, MP3 players, iPods, iWatches and any other prohibited devices must be switched off and left with your belongings outside of the exam room or in the place indicated by the invigilators
- Only the required stationary should be on your desk
- Please make sure any labels have been removed from water bottles before you enter the room
- Once seated you MUST NOT turn round. FACE THE FRONT OF THE ROOM AT ALL TIMES
- Any questions – raise your hand and wait for an invigilator

Malpractice

The following may constitute malpractice-

- Bringing unauthorised materials into the exam
- Exchanging information (or the attempt to do so)
- Disruptive behaviour
- Behaving in a manner so as to undermine the integrity of the exam

Penalties for malpractice

- Loss of marks gained for a unit
- Disqualification from the unit
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that series
- Barred from being entered for examinations for a set period of time

It is YOUR responsibility

To know when and where your exams are

To know your seat and candidate number

To bring the stationary necessary for the exam (see below)

To be aware of the JCQ rules and regulations

Before coming to any exam, you should make sure you have the following:

- 2 X Black ball point pen
- Pencil
- Ruler
- Rubber
- Calculator (if required)
- Compass (if required)
- Protractor (if required)
- Pencil crayons (if required)

It is YOUR responsibility to have all the equipment you need for your exam!