

# Examination regulations

The exam regulations are issued by the JCQ in connection with all the Awarding Bodies; the school **must** report any breach of the rules to the relevant Awarding Body. Therefore, it is vital that all students follow the regulations.

## **Attendance to examinations**



Students are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. **Students must arrive in school by 8.15am start for morning exams; 1.00pm for afternoon exams.** Students who arrive late for an exam may still be admitted but might not necessarily receive any additional time.

A report will be sent to the relevant Awarding Body who may decide not to mark your paper.

Full school uniform (not summer uniform) must be worn by students for all exams; Sixth Form students must meet the requirements of the dress code and place their student pass/lanyards on their exam desk. No scarves or gloves are allowed on their person. All items of equipment: pens, pencils, calculators, maths set, rubbers, rulers, etc should always be visible to the invigilators. You must use a **transparent pencil case**. Students are responsible for providing their own equipment; we are unable to lend any equipment. Pens **must** be **black ball point** pens. You should bring at least one spare pen. No correction pens are allowed.



No food is allowed in the exam room, but you may bring bottled water. The label must be removed. Any reusable water bottles must be plain and transparent; 'Chilly style' metal bottles are not allowed.

**Students are not allowed to leave an exam room early or use the toilet (unless they have a toilet pass).** They must go to the toilet before the exam. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly. Remain seated in silence until told to leave the exam room. Leave the room in silence.

## **Serious medical related absences**

**If you miss an exam, you must provide evidence of your positive result/hospital letter** in order for us to apply for special considerations. Minor ailments such as headaches and tummy aches are not valid reasons to miss exams. The exam board may devise a grade based on the coursework and/or exams you have sat. If you miss all your exams and there is no coursework in that subject, you may receive a U grade as you will have no work to base your grade on.

## **Fire alarm**

If the fire alarm sounds during an exam the invigilators will tell you what to do. Don't panic. Stop writing; the invigilators will note the time and it will be added to the end of your exam time. If you have to evacuate the room, you **must** remain silent and in the order in which you are sitting. You will be escorted to a designated assembly point, usually the Single Court. Leave everything on your desk and do not collect any belongings. **You must not attempt to communicate with anyone other than an invigilator during the evacuation.** When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the exam and a report will be sent to the Awarding Body detailing the incident.



### **Absence from examinations**

If you experience difficulties during the exam period (e.g., illness, injury or personal problems) please inform the Exams Officer at the earliest possible point so we can help or advise you. It is essential that any medical or other appropriate evidence is obtained on the day by either you or your parent/carer. This must be given to the Exams Officer without delay where an application for special consideration is to be made. A doctor's note or self-certification form will be required if you are absent due to illness.

**Exams cannot be re-arranged.** *\*If you are delayed by traffic or public transport delays, please notify the school as soon as possible. You should allow additional time for journeys on exam days.*

**Mobile phones, smart watches, other electronic equipment MUST NOT BE BROUGHT INTO THE EXAM ROOM.** This is against JCQ exam regulations and will lead to disqualification.

If a mobile phone (or any other electronic device) is found in your possession during an exam **(even if it is turned off)** it will be taken from you and a report made to the relevant Awarding Body. No exceptions can be made. This will almost certainly result in you receiving zero marks for the exam.



**Mobile phones will be collected in before exams start, or they must be left in your locker/outside of the Exam Room. Please remember that an alarm set on a mobile phone or smart watch will still ring when the device is switched off.**

**Wrist watches of any kind MUST NOT BE BROUGHT INTO THE EXAM ROOM.**

### **Invigilators**

Invigilators are in the exam rooms to supervise the conduct of the exam. They will distribute and collect the exam papers, tell students when to start and finish the exam, hand out extra writing paper/equipment if required and deal with any problems that occur during the exam. Please note that invigilators cannot discuss the exam paper with you or explain the content.

Students who are disruptive or behave in an unacceptable manner may be removed from the exam room by invigilators and members of the Senior Leadership Team. A report will be sent to the relevant Awarding Body. This can result in disqualification.

*If you have any concerns or questions about your exams, please contact Ms Tasmin [h.tasmin@baconscollege.co.uk](mailto:h.tasmin@baconscollege.co.uk) and Mrs Anum [a.anum@baconscollege.co.uk](mailto:a.anum@baconscollege.co.uk).*