



EXAMS STUDENT EXPECTATIONS



Exams - Student Expectations

BEHAVIOUR

► KNOW THE RULES...

- [Information for candidates - written exams 2023 - 2024](#)
 - [Information for candidates - non examination assessments 2023 - 2024](#)
 - [Information for Candidates - Privacy Notice 2022 - 2023](#)
 - [Information for Candidates - Social Media 2022 - 2023](#)
 - [Preparing to sit exams](#)
 - [Unauthorised items poster](#)
 - [Warning to Candidates poster](#)
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- You should arrive at the exam room **knowing your seat number**.
 - The start and finish times provided are provisional and may vary if an exam starts late, early, or overruns for any reason.
 - Where a shorter exam is timetabled alongside a longer exam there may be an expectation to remain sitting quietly until the longer exam has finished.



Exams - Student Expectations

EQUIPMENT

- ▶ You are **ONLY ALLOWED** what you need for an exam at your exam desk.
- ▶ The minimum requirements are;
 - ▶ a **BLACK** pen plus spare;
 - ▶ a pencil;
 - ▶ a ruler;
 - ▶ an eraser;
 - ▶ a pencil case **CAN** be taken, but must be **CLEAR** material.
- ▶ Some subjects require additional equipment: a calculator, maths equipment, coloured pencils, etc.
- ▶ You should know what equipment you need for your exam **BEFORE** you sit it.
- ▶ If you don't know – **ASK YOUR TEACHER BEFORE** you go to the exam room.
- ▶ **DO NOT** take correcting pens, fluid or tape, erasable pens, or gel pens into the exam.
- ▶ Anything not needed for the exam should be left in your locker or in your bag.
- ▶ If you put your desk label on your pencil case, **IT IS NO LONGER CLEAR!**

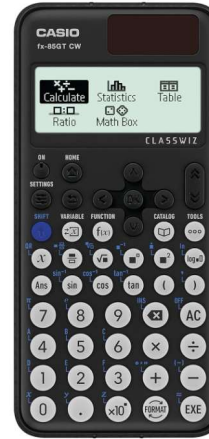


Exams - Student Expectations

EQUIPMENT

You CAN take in...

- ▶ Your **calculator** (where allowed) but you must;
 - ▶ make sure it works properly;
 - ▶ clear the memory;
 - ▶ remove the outer case and leave it in your bag;
 - ▶ not take in any operating instructions or prepared programs.
- ▶ **Water**, but it must be in a clear bottle with no writing on it, and all **LABELS REMOVED** before entering the exam room.
- ▶ If you have the wrong type of bottle, the invigilator will remove it
- ▶ **Highlighter pens**, but you must not use them in your answers.



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EQUIPMENT

- ▶ You **CANNOT** take in...
 - ▶ A mobile phone
 - ▶ A watch, smart or analogue
 - ▶ Any device capable of data storage, Bluetooth, or Wi-Fi
 - ▶ Pencil cases THAT ARE NOT CLEAR
 - ▶ Notes, timetables, pieces of paper, or ANYTHING which has writing/numbers/doodles on. This includes sweets/snack bars etc. no matter how irrelevant YOU think it may be.
- ▶ You must not have writing or scribbles on your hands/arms before going into the exam.
- ▶ Do not write or scribble on your **hands/arms** during the exam.
- ▶ Do not write or scribble on your **exam paper** during the exam.



Exams - Student Expectations

ENTERING THE EXAM ROOM

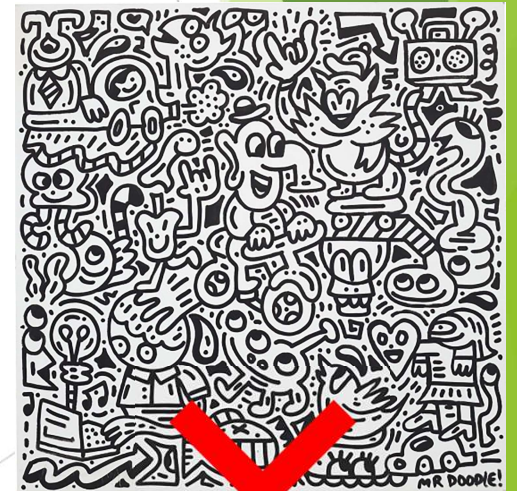
- ▶ BE **ON TIME**; and line up quietly and sensibly.
- ▶ Enter the exam room calmly and in silence.
- ▶ Have all the equipment you need for the exam out of your bag before entering the exam room.
- ▶ Go to the back of the row where your seat is.
- ▶ Leave your bag at the back of the row (don't forget electronic equipment left in your bag must be **TURNED OFF**).
- ▶ Check the label on your desk shows your name and the correct exam.
- ▶ Once seated, you must **stay seated**. You will not be allowed back to your bag for extra equipment.
- ▶ If your exam paper is already on your desk, do not open it or write anything on it, this includes your name and candidate details.
- ▶ JCQ regulations are enforced **AS SOON AS YOU ENTER THE ROOM**, any breach of these may leave you subject to penalties or disqualification.



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IN THE EXAM ROOM

- ▶ You must be in **silence**.
- ▶ You must not communicate with any other student in the room in **ANY WAY**.
- ▶ You must not display behaviour which may disturb or distract other students, including turning around, giggling, pulling faces etc.
- ▶ If you need help or need to ask a question, put up your hand and an invigilator will come to assist you.
- ▶ Listen to and follow the instructions given at the start of the exam.
- ▶ Do not write your name or details on the front of your exam paper **until told to do so**.
- ▶ Don't doodle/colour in/graffiti your exam paper, as the examiner may refuse to mark it.
- ▶ You will not be allowed to leave the room or go to the toilet during the exam.
- ▶ If you feel unwell during an exam, let an invigilator know, and they will request first aid if necessary.



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ANSWERING EXAM PAPERS

- ▶ Read the instructions on the front of the examination paper carefully.
- ▶ Keep your eye on the time.
- ▶ If you are struggling with a question, don't panic.
- ▶ Try to re-read the question and if you still don't understand, move on to the next question. If you have time at the end of the exam, go back and try the question again.
- ▶ As a rule, the more marks available for a question, the longer you should spend on your answer.
- ▶ Watch out for questions which assess your SPaG (spelling, punctuation, and grammar).
- ▶ If you need extra paper, put your hand up and an invigilator will bring some to you.
- ▶ Once you have finished all the questions, if you have time at the end, go back through the exam paper and check your answers. Getting that one extra mark may make the difference between one grade and the next.
- ▶ **DO NOT PUT YOUR HEAD ON YOUR DESK!**
- ▶ **KEEP WORKING!**



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AT THE END OF THE EXAMINATION...

- ▶ Stop writing when you are told to do so and listen to the instructions.
- ▶ Check you have entered the required details on the front of the examination paper/answer books/additional answer books.
- ▶ Answers on additional answer books must be numbered clearly and the sheets placed in the correct order inside the front cover of the main question book before handing in. Don't forget to put your name and candidate number on every sheet too.
- ▶ Exam rules still apply until you **AFTER** you have left the exam room so even when exam papers have been collected, do not turn around or talk or communicate as you may still be subject to penalties.
- ▶ Stay silent and facing the front of the exam hall until your row has been dismissed.
- ▶ Once dismissed, collect your bag, and leave the exam hall promptly. Do not begin to talk until you have passed through the doors into the heart space.

