

Exam Information and Support for Students, Parents and Carers (2025-26)

The Charter School North Dulwich

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Introduction

This document has been produced to support preparation for any exams (real or practice) taken at The Charter School North Dulwich. We want to be sure that you are familiar with procedures and processes so that any exam series you are involved in will not throw up surprises that could affect your performance, and you are aware of any support the school can offer. Additionally, it provides key information and rules the school has to abide by during formal exams. These rules are set by an external organisation, the Joint Council for Qualifications (JCQ) and all exam centres have to follow these rules.



<https://www.jcq.org.uk/>

This document is aimed at students and parents and goes through key information that will also be shared in assemblies, parent letters and parent events.

Mock Exams

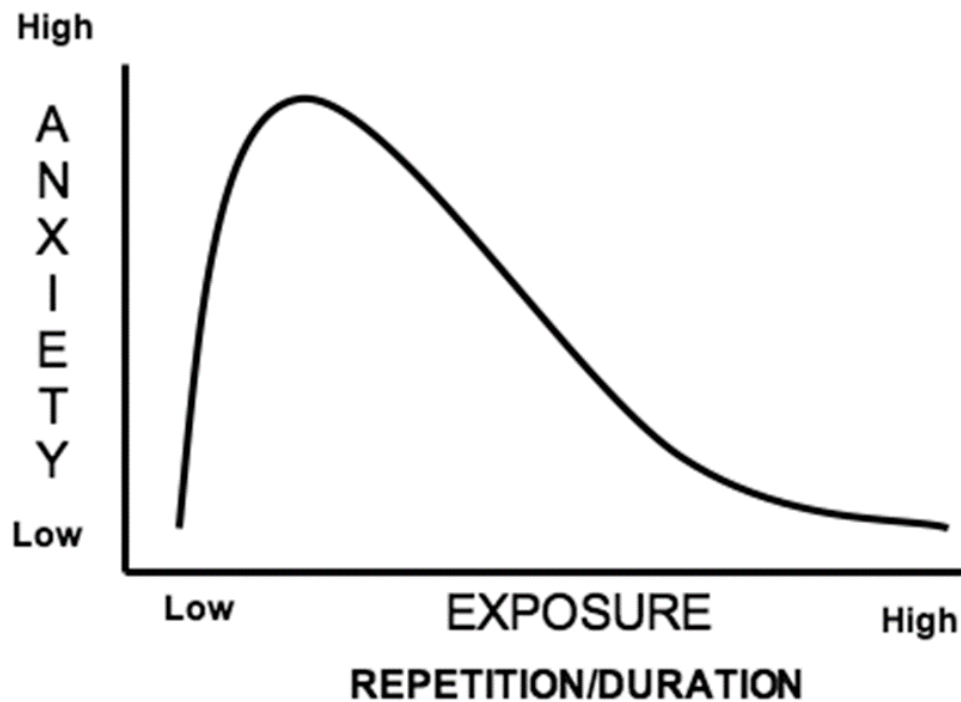
The Purpose of Mock Exams

Throughout Key Stage 3,4 and 5 we assess students informally and formally. These assessments sometimes take the form of a mock exam series (particularly in Key Stages 4 and 5) where students are assessed in a manner that, as far as possible, mimics public exams.

Students need to become familiar with sitting formal exams so that it is not a new experience when they eventually sit public exams. The school has sought the advice of professionals and members of the REACH study (Resilience, Ethnicity, and Adolescent Mental Health), who advised that one of the best ways to prepare young people for exams and reduce anxiety around them is to practice (see diagram below).

Mock exams are also an important means by which to inform teachers of a candidate's gaps in skills and knowledge, so that students can improve these and have a better chance of success in the real exams.

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Exam timetables

Actual exams

Most of our formal GCSE, A level and Vocational examinations take place in the summer in May, June and July. We do have some exams taking place in January. Timetables will be published in advance, and hard copies and electronic copies will be shared with students, parents and carers.

Practice Exams

Planning an internal exam series is logistically challenging. However, we are committed to sharing the exam timetable a minimum of two weeks before the practice series starts. We will share this with students, parents and carers so that everyone can be prepared.

Support

We know that the final, public exam series can feel daunting for students. We have networks in school to support students and encourage all students to use these. Students can talk to **teachers** and **school staff**, **parents** and **carers**, **family**, **counsellors** or **friends** if they are worried about exams. There are also external organisations students can talk to (see below)

- School Counsellors: <https://www.charternorthdulwich.org.uk/parents-information/care-and-support>

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- Kooth – Online Mental Wellbeing Community - <https://www.kooth.com>
- The Nest - <https://www.thenestsouthwark.org.uk> (Southwark)
- Young Minds www.youngminds.org.uk

Advice from members of the REACH (Resilience, Ethnicity, and AdolesCent Mental Health) study at KCL

When an exam series is approaching, you need to know what you can control.

What can we control?

- **Our actions**
 - We can revise
 - We can take breaks
- **Our body**
 - We can eat well
 - We can exercise
 - We can manage our bedtimes
- **Our thoughts**
 - We can put 'threat' in perspective using facts and reduce it
 - We can practice mindfulness
 - Headspace app and breathing exercises [Guided Meditation and Mindfulness - The Headspace App](#)
- **Revision**
 - Plan an ACHIEVABLE revision timetable
 - Plan in breaks
 - Stick to plan!
 - Reward yourself!!

Class teachers and year leaders will go through revision techniques in class and assemblies. We ask class teachers that resources for revision are placed on Classcharts, but please ask (or email) teachers if you need help or are unsure about anything.

Extra time, laptops and other access arrangements

The school is committed to ensuring that all students can access their exams in a fair way. The school will ensure all students are assessed in Year 9 and 10 and given the appropriate access arrangement for their exams based on their needs.

Access Arrangements are agreed well in advance of public exams, and are assigned on the basis of robust assessments which demonstrate need. They cannot be assigned on the day of the exam as a preference. If you believe you are eligible for exam access arrangements it is your responsibility to

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contact the SEN department to discuss this with them and to provide the necessary evidence, well ahead of any exams you are due to sit.

When you arrive in the exam room, your access arrangements will be displayed on the candidate card on your desk. If there is anything wrong with the access arrangements you have been provided with, **it is your responsibility to raise your hand and alert an invigilator.**

Access Arrangements — Place card Symbols explained

Symbol	Meaning	Notes
	25% Extra Time	Needs 25% extra time to complete the exam.
	10% Extra Time	Needs <u>10%</u> extra time to complete the exam.
	50% Extra Time	Needs <u>50%</u> extra time to complete the exam.
	OR	Needs <u>one</u> or the other, but <u>not</u> both.
	Laptop	Needs the use of a Laptop to complete the exam.
	Withdrawn	Needs to be withdrawn from the normal Exam Hall and to another, different venue.
	Rest Breaks	Needs rest breaks during the exam.
	Reader	Needs a reader; someone to <u>read</u> aloud the exam paper.
	Scribe	Needs a scribe; someone to <u>write</u> the exam questions
	Prompter	Needs a prompter; someone to help <u>prompt</u> them during the exam.
	Bilingual Dictionary	Needs a Bilingual Dictionary during the exam.
	Unknown	We do not have any specific details. Please ask the Exams Officer.

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	Seat at back of hall	To be seated at the back of the hall
	Live speaker	Live speaker for listening exams
	Earplugs	Allowed to wear noise-cancelling <u>earplugs</u>
	Headphones	Allowed to wear noise-cancelling <u>headphones</u>
	Colour Paper	Needs their exam papers printed on colour paper, typically Yellow paper, but can be other colours.

Frequently asked Questions

Exam series are a stressful time, so we have put together some key questions and answers that will hopefully reduce anxiety and ensure you are fully prepared.

When will I get my actual exam timetable?

This will be printed once all exam entries are confirmed and distributed in the Spring term.

What happens if I have a clash (exams are timetabled at the same time)?

There may be a time when your exam timetable shows two exams at the same time. This does happen as there are a lot of exams to schedule in a short space of time. The Exams Officer will arrange for you to take one exam first, followed by the second, with a short break in between. You must not leave the room unsupervised during the short break, and exam conditions will remain in place. Depending on the length of your clash, sometimes you might need to sit one of the exams earlier or later than the published time. You will need to be supervised at all times with no access to electronic equipment. The Exams Officer will make the necessary arrangements and communicate these to you. Very rarely you might have a clash that requires overnight supervision. The Exams Officer will make the necessary arrangements and communicate these to you.

Where will I take my exams?

All our exams take place in the Sports Hall or similar large space. Some students may be withdrawn from the main exam hall and take their exam elsewhere if that is a condition of access arrangements. Rooming for language exams (speaking and listening) will be communicated in a timely manner.

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What time will my exams start and finish?

The morning exams normally start at **8:45AM** and the afternoon sessions start at **1:45PM** (this is subject to change). **Please make sure you arrive at least 15 minutes** before the start of the exam. You will not be allowed to leave the exam before the end. If the exam finishes before 10:00 in the morning or 14:30 in the afternoon, you will have to stay in the exam room, under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Can I use the bathroom during an exam?

Please make sure you go to the toilet before the exam. You will not be allowed to go to the toilet for the first 30 minutes or the last 30 minutes of any exam, unless you have a medical/toilet pass. If you need to go to the toilet, please raise your hand for an invigilator to escort you, if another student is going to the toilet during this time, then you will need to wait until that student has returned.

Who monitors the exams and what is their role?

Exams are invigilated by a team who are employed by school. They are trained to make sure the exams are carried out in accordance with the JCQ regulations. To support with familiarity we try to use the same team of invigilators for mock exams. The invigilators monitor students during the exam. They will not approach you unless you raise your hand for assistance, or they suspect malpractice. The invigilator cannot give you any help with your exam. Each invigilator will have a supply of stationery, so if you need anything please raise your hand and they will come to you. However, supply is limited. Overall, **it is the candidates' responsibility to ensure they have the right equipment for the exam.** The Exams Officer and the invigilators are responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone. All invigilators will have been appropriately briefed on safeguarding and exam policies.

What happens before an exam?

You will wait outside the sports hall in alphabetical lines, class groups, or subject lines for Sixth Form students. A senior member of staff will go through exam protocol and you will be called in depending on the seating arrangements. Use this time to:

- remove your **watch** and put it in your bag – even analogue watches are forbidden
- power down your phone and put it in your bag along with any other unauthorised items – **keeping any form of device on you during the exam is malpractice**
- check that you have nothing in your **pockets**
- take out the necessary exam equipment.

Nothing should be written on your hands and all revision notes should be in your bag.

All water bottles, pencil cases and rulers must be transparent. If permitted, calculators must have their covers removed.

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You **must** bring a transparent pencil case or bag to put your exam equipment in. Carrying these items in your pockets is not allowed – invigilators who suspect that you have items in your pockets might remove you from the exam hall to search you. This will cause unnecessary disturbance to you and other students.

You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means that you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room. Even an exchange of looks and a smile is considered to be communication and will be reported to the exam board, with possible sanctions up to and including disqualification from the exam.

- You must leave your bag and coat in the designated area and then find your seat quickly and silently. Invigilators will help you if you can't find your seat. **Do not ask another candidate.**
- You must listen to and follow the instructions of the invigilator at all times.
- The exam paper will have been placed on your desk before you enter the room. **Do not attempt to look inside it or read anything.** This is malpractice and could result in disqualification.
- Do not write anything on the front of the paper until you are instructed to do so by the invigilator.
- When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name.
- It is your responsibility to check that the paper on your desk is the correct paper that you should be sitting that day. If there anything is wrong with the exam paper it is **your responsibility to raise your hand and inform an invigilator** so that the problem can be resolved.
- When the exam starts, the invigilator will display the actual start and finish times of the exam including extra time.
- If you need to leave the room because you are feeling unwell, please raise your hand and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your name, candidate exam number and question on any additional sheets of paper you may use.
- You must not write on the desk – this will be regarded as vandalism and you will have to pay for any damage and will be issued with a Serious Breach.
- You must not deface your exam paper as the awarding body may refuse to mark it.

Where will I sit in the exam room?

- Your seat will be identified with your name. The seats are generally ordered alphabetically.
- It is important that you make sure you sit at the correct desk so that you sit the correct exam paper, so check the place card on the desk before you sit down.
- If you are unsure of where to sit, please raise your hand and an invigilator will assist you.
- Seat identifiers have key information including your candidate number and any access arrangements (please see symbols above).

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How is my identity confirmed in the exam room?

A senior member of Centre staff (approved by the Head of Centre, who has not taught the subject being examined) will be present at the start of the exam to assist with the identification of students.

What equipment do I need to bring to the exams?

- A black ball-point pen (must be black) and spares
- Pencil
- Ruler
- Eraser
- Highlighter (you can highlight the question paper but not your answers)
- **Clear pencil case**
- Scientific calculator (only if the exam allows a calculator) without a lid/cover
- Maths exams may also require a protractor, set square and compass. Your Maths teacher will give you more information regarding the equipment needed.
- Some exams may need coloured pencils. Your subject teacher will advise you.
- You are not allowed to borrow equipment from another student during the exam

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Using calculators

For exams where a calculator is allowed, you must be aware of the [JCQ instructions](#):

10. USING CALCULATORS

- 10.1 In this chapter a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators, unless specifically varied by an awarding body within their relevant qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination, a calculator must not be able to offer any of these facilities:
- a. language translation;
 - b. symbolic algebra manipulation;
 - c. symbolic differentiation or integration;
 - d. communication with other machines or the internet.
- 10.7 During an examination, a calculator must not give access to any information stored prior to that examination. This includes:
- a. databanks, such as the periodic table (with the exception of scientific constants);
 - b. dictionaries;
 - c. mathematical formulae;
 - d. text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

10.10 An invigilator may give a candidate a replacement calculator.

10.11 **Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.**

10.12 A series of FAQs on the use of calculators in examinations may be found at: jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

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Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

We cannot guarantee that spare calculators will be available. It is the candidate's responsibility to ensure they have the correct equipment for an examination.

A series of FAQs on the use of calculators in examinations may be found at: [FAQs---Using-Calculators FINAL.pdf](#)

What should I **not** bring into the exam room?

It is very important that you do not sit down at your exam desk with any unauthorised items in your possession. Electronic equipment must be switched off and placed in your bag. Notify the invigilator as soon as possible if you realise you have any of the prohibited items on your person. These items include:

- Mobile phones
- Unauthorised exam items (e.g. not permitted exam stationary or clear water bottle)
- Written notes
- **Wrist watches of any type**

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- iPods/MP3/MP4 players or similar devices
- Smart glasses
- Tablets/iPads
- Any other smart devices
- Any other electronic devices
- Earphones/earbuds/headphones
- Revision notes and study guides
- Your own blank paper
- Calculators, unless allowed for the exam
- Calculator lid/cover
- Dictionaries, unless allowed for the exam
- Miscellaneous items such as make-up, lip salve, bus passes, money and keys, student reports and exam timetables, notes etc.
- Food items
- Correction fluid or tape
- Lanyard

Please make sure you check all your pockets.

Can I take food and drink into the exam rooms?

You are allowed to take a clear bottle of water into the exam. The label must be removed before you enter the room. Other drinks, such as juice or fizzy drinks, are not permitted and food is not permitted.

What should I wear for the exams?

You must wear full school uniform for all exams. If you are in the Sixth Form, you must adhere to the dress code for all exams and should not wear coats, jackets or hoodies during the exam.

Where will my personal belongings be stored during the exam?

You must leave your coats and bags, and any other possessions, in the designated areas in the exam rooms, or as specified by the invigilators, exam officers or a member of the school leadership team.

What should I do if I arrive late for the exam?

You must arrive at least 10 minutes before the start of your exam and line up outside the sports hall. If you are late for any reason, please report to reception and tell the member of staff that you have an exam. You will be collected from reception and escorted to the room. You will be given the full time allowed for your exam. **Please note, your behaviour will have interrupted the other students in the hall).**

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If you arrive very late for an exam (after 10:00am for a morning exam and after 14:30 for an afternoon exam), you may not be able to sit the exam - this is at the exam officer and leadership team's discretion. The awarding body will most likely disqualify your paper if you are very late.

What should I do if I am unwell on the day of the exam?

It is important that you attend school for all exams, whether external or practice, unless you are seriously ill. If you are extremely unwell and cannot attend your exam, please ask your parent or carer to contact the Attendance Officer immediately on 0207 3466603 or for 6th form students, 02073466617. Your parent or carer must tell the Attendance Officer that you are missing an exam because you are ill. You may need to provide medical evidence to confirm your illness.

If you feel unwell during an exam, please put your hand up and an invigilator will assist you.

If you feel unwell before the exam starts, please tell a member of staff.

If you are disadvantaged because of illness, it may be possible for the Exams Officer to apply for special consideration. Medical evidence will be requested to support this. You must let a member of staff know as soon as possible.

What happens if I have an unauthorised absence from the exam?

Your exams are extremely important and it is vital that you attend all external and mock exams. If you do not turn up to an exam you will not receive a mark/grade, and your parents/carers will be invoiced for the wasted exam entry fee.

What happens in the event of an emergency in the exam room?

In the event of an emergency evacuation alarm, the invigilator will stop the exam and give instructions to you.

You must:

- Stop writing and close your exam papers.
- Stay seated until the invigilator advises you to leave the room.
- Follow the invigilator **in silence** to the designated exams assembly points (back ball court for exams in the sports hall).
- Leave all exam papers and answer sheets in the exam room.

You must not:

- Communicate with anyone inside or outside the room, other than the Exams Officer and invigilators.
- Collect any personal belongings, unless advised to do so by the invigilators.
- Return to your usual tutor group assembly point – remain with the Invigilator at all times.

If you do not follow these rules, you may not be allowed back into the room to complete your exam.

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Once it is safe to re-enter the building, the invigilator will re-start the exam and you will be given your full remaining time to complete it.

Candidates with access arrangements/reasonable adjustments

If you are entitled to an access arrangement such as a reader and/or a scribe, you will take your exams away from the main exam room. Trained invigilators will be present in the room to give assistance. They have to comply with the JCQ regulations, so there are certain things they are not allowed to do. If you are unsure of how your access arrangement will work, please speak to the SEND Department well in advance of the public exams.

Results Days 2026

Results Days take place in August each year. This year, A Level results will be released on Thursday 13th August 2026, and GCSE results will be released on Thursday 20th August 2026. Further details and timings will be shared with you in the summer term.

On Results Days, senior members of school staff will be available immediately after the publication of results to offer support, and to advise you should you wish to use the post-results services. Please remember that results are provisional until the awarding bodies issue your certificates.

Your results will also be emailed to you on the day.

Post-results services

There is a JCQ post-results service available after you have received your results. This is administered by the Exams Officer, supported by administration staff, with input from senior leaders and subject teachers. Your signed consent will be obtained before processing any requests to use the service to review marking (or appeal) as your grades may go up, go down or stay the same.

The post-results services available are a clerical check (service 1), a review of marking (service 2), a review of moderation (service 3) and access to scripts.

Full details will be given to you in the summer term, but in the meantime, see the information from the JCQ here: <https://www.jcq.org.uk/exams-office/post-results-services/> or visit the awarding body website. The school's policy on Post-Results Services includes important additional information.

Certificates

Your exam certificates are produced by the awarding bodies and are sent to school in the autumn term, following the release of your results in August. You will be sent details of how and when to collect your certificates before the Christmas following your exams. It is important that you collect your certificates

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because we can only keep them for 12 months, after which they are destroyed and you will need to contact the exam body directly to obtain copies.

Complaints procedure

If you have a concern with the way exams are conducted, please contact your year group leader or an Assistant Headteacher. If there are still further issues, you may use the complaint form on the website: <https://www.charternorthdulwich.org.uk/key-information/complaints>

Malpractice

‘Candidate malpractice’ means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence, and the writing of any examination paper. The JCQ website holds the latest information and regulations on malpractice, along with the school malpractice policy.

Examples of candidate malpractice, are not limited to, but include:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- the unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation;
- accessing the internet or online materials during remote assessment and remote invigilation, where this is not permitted;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate’s work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;

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- allowing others to assist in the production of controlled assessment, coursework, nonexamination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of unauthorised confidential information about an examination or assessment;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.
- Using AI without the correct reference and acknowledgements.

Sanctions for malpractice can be anything from loss of marks to full disqualification. Indicative sanctions against candidates are outlined here (https://www.jcq.org.uk/wp-content/uploads/2025/09/Malpractice_Sep25_FINAL.pdf)

JCQ – Candidate information

The JCQ have provided key information to candidates on a variety of topics, please see links below.

- Written examinations
- JCQ Information on Social Media
- JCQ Privacy information – How the exam boards treat your data
- Information for candidates – non examination assessments
- Information for candidates – coursework
- JCQ information for candidates - AI

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These are available through visiting the web link below:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Appendices:

JCQ Warning to Candidates

JCQ Information to Candidates

JCQ Mobile phone/electronic equipment poster.

Source: Appendices, file:///N:/JCQ-Instructions-for-conducting-examinations-2024_FINAL_accessible.pdf

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Appendix 4 Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The Warning to candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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Appendix 5

Information for candidates for written examinations – effective from 1 September 2025



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
4	You must not take into the exam room any unauthorised material, including: a) notes; b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) a watch. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may be used for only diagrams, maps, charts, etc., unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spellcheckers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in its memory; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spellchecker unless you are told otherwise.

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D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed; c) you think you have not been given the expected access arrangement(s).
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E Advice and assistance	
1	If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	