



Joint Council for
Qualifications ^{CIC}



Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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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 subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch, **Airpods or earphones/earbuds**

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 penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **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 equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

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 it;
- (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 spell checker unless you are told otherwise.

D. Instructions during the exam

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.
- 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 before you start the exam. **Do not** open the question paper until you are instructed 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

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 in doubt about 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

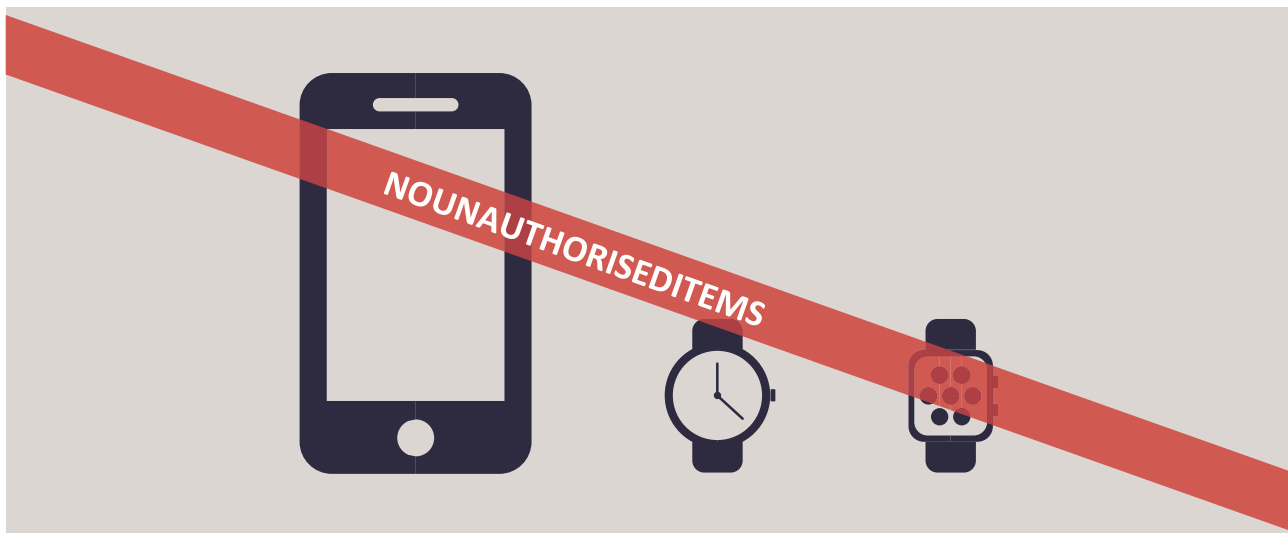
1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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.

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.

NO MOBILE PHONES
NO WATCHES
NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED
SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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 exam/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.

EMERGENCY EXAM EVACUATION PROCEDURE

IN THE EVENT OF THE FIRE ALARM SOUNDING

When instructed by invigilator **STOP** writing
Evacuate the exam room, as directed, in an orderly
manner

Leave all your papers and equipment on exam desk
Any communication or problem should be directed to
an invigilator

You will be escorted to the multi-games court, where
you will wait in silence until instructed further

When advised, you will be escorted back into the exam
room, following the same procedures and in silence.

Return to your exam desk and **DO NOT** commence
writing until instructed

A new exam 'finish' time will be allocated to
compensate for time lost

**YOU MUST NOT COMMUNICATE WITH ANY
OTHER STUDENTS AT ANY TIME WHATSOEVER**

For written examinations – effective from 1 September 2023

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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 subjects.
4	You must not take into the exam room: a) notes; b) an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device, airpods/earphones c) 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 penalty and possible disqualification.
5	If you wear a wrist watch you must hand it into the Invigilator.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
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C Calculators, Dictionaries and Computer Spell-checkers	
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2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; 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.
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D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
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.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing until the invigilator tells you to fill in all the details on the front of the question paper and/or the answer booklet before you start the exam. Make sure you add your candidate details to any additional answer sheets you use
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, report this immediately to the Exam Office (Room H5A). Do NOT report to any exam room or invigilator. You MUST, in the first instance, speak to the Exam Officer.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about 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.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

On Your Exam Day



On your exam day

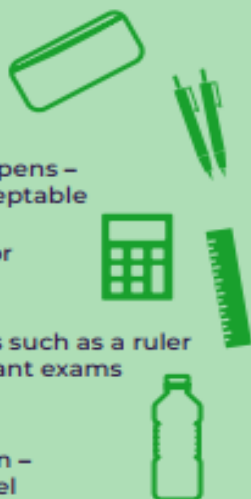
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2023

Using Social Media



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

JCQ Regulations for the Use of calculators in Examinations

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

Calculators must be: <ul style="list-style-type: none">○ 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 formulas.	Calculators must not: <ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

An invigilator may give a candidate a replacement calculator.

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.