



St Antony's
Roman Catholic School

ASPIRE + BELIEVE + ACHIEVE

Exam Briefing: Instructions for Candidates

Instructions for Candidates

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

The rules in the video refer to sections of JCQ's **Information for candidates - written exams 2021-2022**.

[Instructions for candidates 2021/2022 - YouTube](#)

Expectations

In addition to the JCQ rules, there are expectations that all students should:

- Arrive to the correct examination venue in plenty of time
- Sit in the allocated seat
- Dress in full uniform
- Bring their own equipment
- Switch off mobile phones, ready for collection, before entering the room
- Remove watches and place them in bags before entering the room, or have them ready for collection
- Bring a bottle of water in a clear bottle with no labels or writing on
- Be polite and courteous to the invigilators

You should bring with you the basic exam equipment required for the exam:

- 2 black pens.
- 2 pencils.
- A ruler.
- A rubber.
- Scientific calculators (check that it is working and please note that we only have a small supply to lend out in emergencies).
- A Maths equipment set

You are permitted to bring a bottle of water with you but it must be a clear bottle with no labels.

Food is not permitted in any exam.

Key Rules and Guidance

- You are under formal examination conditions from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave
- This means you **must not** talk to, **attempt to communicate with or disturb other candidates** once you have entered the examination room
- A breach of examination conditions is considered by the awarding bodies as **malpractice**
- You **must** listen to and follow the instructions given to you by the invigilator at all times
- The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room
- If you arrive **more than one hour** after the published starting time for the exam, you may not be allowed to take it.

The invigilator will remind you that you **must**:

- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so. This is your final chance - failure to do so may lead to disqualification
- write clearly and in black ink
- write your first name, surname, centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used

You **must**:

- write your answers in the designated sections of the answer booklet
- do all work, including rough work, in your answer booklet and neatly cross it through with a single

You **must not** use correcting pens, fluid or tape, erasable pens, blotting paper and you **must not** use highlighters or gel pens **in your answers**.

The invigilator will:

- tell you **when** you may complete the details on the front of your answer booklet
- tell you **when** you may begin to write your answers
- tell you the time allowed (the duration) of your paper(s)
- remind you that you **must not communicate in any way** with, ask for help from or give help to another candidate while you are in the exam room

The invigilator is **not allowed**:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper

Malpractice

Malpractice includes:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations;
- disruptive behaviour in the examination room or assessment session;
- the introduction of unauthorised material into the examination room.

Malpractice

Any candidate who breaches examination conditions may be subject to sanctions as detailed in the JCQ publication **Suspected Malpractice: Policies and Procedures 2021-2022**.

Example of sanctions:

- Loss of marks
- Disqualification from the unit
- Disqualification from all units within a subject
- Disqualification from all qualifications

Further Information

- You will shortly receive an updated 'Information for Candidates' document which will provide more detail on all aspects of your exams
- Visit the school website (>Students> Examinations) regularly for information and updates
- Speak to your form tutor or subject teacher
- See Mrs Rowles, the Exams Officer (next to the School office)