

**GCSEs – Things you need to know**

**Absence from Examinations:**

* You must attend all exams that you are allocated to on your individual candidate Statement of Entry.
* Misreading the timetable will not be accepted as a satisfactory explanation for your absence.
* If you miss an exam due to illness, you **must** telephone the College.

**Bags, Books, Notes, Watches, Calculator lids and Valuables:**

* You are not allowed to keep any bags, books, valuables or notes with you in the Exam Room. Please ensure that you have handed them in at the designated area within your curriculum department before arriving at your Exam Room.
* Please do not bring any valuables with you when you come to College for your exams.
* You are not allowed to bring in your own watch to the Exam Room. Please leave your watch with your personal belongings in the designated area before arriving at the Exam Room.

**Mobile Phones, Electronic Organisers, Music Players, Fitness Devices:**

* Mobile Phones, organisers, music players, headphones, fitness devices and any other type of communication or storage device are not allowed in the exam room.
* You are strongly advised not to bring any such device with you to College when you have an exam.
* If however, you choose to bring in a mobile phone, or any of the above devices, you must hand this in with your personal belongings in the designated area before arriving in your Exam Room.

**IF A MOBILE PHONE OR ANY OTHER COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE CONFISCATED AND A REPORT WILL BE MADE TO THE EXAM AWARDING BODY. THIS MAY LEAD TO DISQUALIFICATION.**

**Prohibited Materials:**

The following items **must not** be brought in to any Exam Room:

* Mobile Phones, organisers, fitness devices, music players and any other type of electronic communication or storage device.
* Non-transparent pencil cases/boxes
* Calculator cases
* Iwatches and Watches/fitness devices
* Headphones
* Books, notes, letters, revision material and any other forms of printed material.
* Bags, rucksacks, coats, hats, scarfs etc

**ID:**

It is essential that you bring your College ID to **EVERY** examination. Please make sure that you have this visible to the Invigilators on arrival to your examination.

**Cheating:**

If you are caught cheating in any way in an exam, you **WILL** be reported to the Exam Awarding Body. ‘Cheating’ means doing anything that is against the examination rules and includes:

* Being in possession of a mobile phone about your person.
* Using unauthorised aids.
* Communicating with other candidates (verbal and non-verbal communication)
* Copying from candidates
* Attempting to communicate with other candidates (turning around, looking across at other candidates

**PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.**

* Ignoring the instructions of the invigilator

**Equipment:**

You must provide all of your own equipment. Ordinary pencil cases or boxes are not allowed in the Exam Room. You should bring your equipment in a clear plastic bag or transparent pencil case. You are responsible for bringing your own equipment to your exams at the College. The following equipment should be brought to EVERY exam.

* At least two pens – BLACK ink only
* At least two HB Pencils
* Ruler
* Rubber
* Pencil Sharpener

For certain exams you will also need the following:

* Compass
* Protractor
* Calculator – No lids
* Any other mathematical equipment

You must do any rough work in the answer booklet provided. Please cross out any work with a single line if you wish it not to be marked. You are not allowed to use any correction fluid, correcting pens, highlighters or gel pens in your answers.

If you need tissues in the exam room, you must remove them from the packets and place them on the desk at the start of the exam.

**Calculators:**

**You must bring your own calculator if you need one for your exams. You are not able to use your mobile phone as a calculator.**

Calculators must be cleared of their memory before arrival at the exam room. Calculator lids are prohibited items and will not be allowed in the exam.

**Conduct in the Exam Room:**

You must be silent at all times when you are in the exam room. This includes when you enter and leave the exam room. If you need assistance, put your hand up clearly and wait for the invigilator to attend to you. Once you have entered the exam room you are under exam supervision and will need to be escorted if you need to leave. (eg. If you need to go to the toilet)

**Special Consideration:**

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement, injury and illness. Evidence will be required for any application. Please contact the Exams Office after your exam to seek further guidance.

**Drinks:**

You are allowed to take into the Exam room a drink of plain water in a sealed clear bottle with all labels removed. No sweets or other foods are permitted in an examination.

**End of the Exam:**

You are expected to stay for the full duration of your exam at the College. The Invigilators will collect your exam papers before you leave the exam room. Absolute silence **MUST** be maintained during this time. Question papers, answer booklets and additional paper must **NOT** be taken from the exam room. You will be dismissed row by row. You must remain silent until you are away from the exam room.

**ALL THE EXAM BOARDS HAVE VERY STRICT RULES AND REGULATIONS. THEY MAKE IT CLEAR THAT:**

* Their exams are run under strict and fair conditions. Anyone attempting unfair practices can expect disqualifications from exams and qualifications.
* All Invigilators HAVE to stick to the rules; they HAVE to report to the Exams Department anything that they feel could be suspicious.

**DON’T LET IT HAPPEN TO YOU. OBEY ALL THE RULES. DON’T RISK YOUR FUTURE.**