



The City Academy Bristol

INSTRUCTIONS FOR CANDIDATES

As an exam candidate you must ensure you are **fully prepared** for every exam you are taking and always **on time** for every exam.

You need to understand the rules and what will happen at the time of your exam(s).

The rules refer to sections of JCQ's **Information for candidates - written examinations With effect from 1 September 2024**. You can find this document on the school website or online https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf

The JCQ document has been written to help you – you should read it carefully and follow the instructions at the time of your exam(s).

At the time of your exam

- You **must not** enter the exam room until invited to do so by the invigilator
- You are under **formal examination conditions** from the moment you enter the room in which you will be taking your examinations until the point at which you are allowed to leave the room.

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

You **must not** open the question paper until you are instructed by the invigilator that the exam can begin
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

Before you are permitted to start your exam(s), the invigilator or exams officer will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate)
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices

This template is provided for members of **The Exams Office** only and must not be shared beyond use in your centre

The invigilator or exams officer will also remind you that you **must**:

- hand in any unauthorised items in your possession - this includes **mobile phones**, any other **electronic devices** (an iPod, a MP3/4 player or similar, AirPods, earphones/earbuds) **watches** and **notes**, if you have not already done so (This is your final chance. Failure to do so may lead to disqualification)
- fill in all the details needed on the front of your answer booklet (or question paper) in black ink when told you do so
- make sure you fill these details in on any additional answer sheets that you use
- write clearly and in **black** ink
- you may use pencil for drawings and rough notes; you need to do this on your exam paper
- write in the designated sections of the answer booklet
- write all rough work in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)

The invigilator or exams officer will also remind you that you **must not** use correcting pens, fluid or tape and you **must not** use highlighters or gel pens in your **answers**.

The invigilator or exams officer will:

- 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
- tell you **when** you may complete the details on the front of your answer booklet (You must only do this when the announcement is made)
- tell you **when** you may open the question paper and begin to write your answers
- tell you the time allowed (the duration) of your paper(s)

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 includes (but is not limited to):

- 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;
- disruptive behaviour in the examination room ... (including the use of offensive language) related by means of talking, electronic, written or non-verbal communication;
- 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;
- being in possession (whether used or not) of unauthorised material during an examination or assessment, 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, AirPods, MP3/4 players, pagers, or other similar electronic devices;
- behaving in a manner so as to undermine the integrity of the examination.

Any candidate who fails to follow the rules may be subject to indicative sanctions as detailed in the JCQ publication **Suspected Malpractice: Policies and Procedures 2024-2025** (https://www.jcq.org.uk/wp-content/uploads/2024/08/Malpractice_Sep24_FINAL.pdf)