



The City Academy Bristol

INSTRUCTIONS FOR CANDIDATES

As an exam candidate you must ensure you are **fully prepared** for every exam you are sitting. Always be **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**

Please follow the link:

<https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written Examinations 2025 FINAL.pdf>

or go to the school website.

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 exam room (this is any room you are sitting an exam in) 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
 - ❖ You **must not** write anything

A breach of examination conditions is considered **malpractice** by the awarding bodies*

- 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

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- remind you that you are only allowed to write anything when you are told to do so
- 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
- tell you the allowed time (duration) of your paper

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), smart glasses, all types of **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 to do so
- make sure you fill in these details on any additional answer sheets that you use
- write clearly and in **black** ink
- you may use a 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)
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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 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

*<https://www.jcq.org.uk/exams-office/malpractice/>

Further information:

Contingency Day: **24th June 2026**; candidates must remain available until the 24th of June.

Result Day: **20st of August 2026**

Exam Certificates

Exam Certificates need to be collected in person from **23 November 2026 to the 17th of May 2027**.

Exam certificates which have not been collected, will be destroyed after **one year**.

It is your responsibility to collect them from school on time.

If you cannot collect your exam certificates in person, you can give written permission in an email (to Silvia.Jacob@clf.uk) for someone else to collect them on your behalf.