



If you abide by the following rules & regulations the exam season will soon be over successfully - help us - to help you!



1



You **MUST** be on time for ALL of your exams – read your timetable carefully.



2

If you are running late for any reason you need to get in touch with the college office immediately.



Email kspraggon@carmel.org.uk or call 01325 254525



Contact Mrs Spraggon if you have a question about any timetable clashes.

3

Morning sessions begin at **9.00am**

Afternoon sessions begin at **13:00pm**

You should try to **arrive at least 15** minutes in advance of the start time to get ready and to be seated.



Listen to what the invigilator is saying to you at all times.



4



Possession of a Mobile phone or any electronic device that can connect to the internet or has a data storage device (an iWatch for example, iPod, MP3 player) is strictly forbidden and not allowed inside the exam hall *even if it is switched off* – if you break this rule then it will result in disqualification - not just from one exam - **but from all of them.**

You will be asked to remove all wrist watches

You must not become involved in any unfair or dishonest practice in any part of the examination.

5

At the door to the hall you will be asked for your mobile phone if you have one and also your watch should be removed.

You might be security checked for items that are not considered necessary during the examination.

Remember you are not allowed to bring any papers or books into the exam with you – for English literature exams the texts will be provided for you as will clocks around the room.

You might occasionally be asked to empty your pockets.

Possession of unauthorised objects is breaking the rules – even if you have no intention of using them.

Calculators will be checked for formulas stored in their memory – please clear them in advance.



6

You are allowed to bring in water in a clear plastic bottle – the label must be removed.



7

Your pencil case should be clear plastic and remember to bring a black pen and a few spare.

No correcting pens, highlighters or gel pens must be used in your answers.



You must not borrow anything from another candidate during an exam.

8

Once you are **inside** the sports hall/exam room you should not talk to anyone else – you are now in **strict examination conditions**.

You should not turn around but face the front of the room and listen carefully to the instructions and invigilators.



You need to understand that **cheating in any form will not be tolerated**.



9

If you have a question before or during the exam – raise your hand.



Do not talk or try to communicate to anyone other than an invigilator once an exam has started. If you need a piece of equipment the invigilator will try to help you.

10

If you use a PC in exams make sure you put your candidate number, centre number and your name at the start of every exam both on the screen **and** on the examination paper. Follow the instructions for the end of the exam carefully.



11

Make sure you have the correct paper in front of you – if not speak to the invigilator. Read the paper carefully and follow the instructions.

Put your name, candidate number and centre number on the answer booklet or paper and any additional sheets you use.

Cross through work you do not want marked.

The invigilator will remind you when you have 5 minutes left.

Sit at your desk once the exam is over until you are told to move.

If there are people who have still to finish be quiet and respect them.

Do not remove anything from the exam room other than those items you brought in.

12

Be well prepared, arrive in good time and follow the rules.



Because then you can look forward to the holiday!

