

REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

JCQ 2010

You must be on time for all your examinations

Public Exam Times:

2 x sessions

Morning exams start at **9am**

Afternoon exams at **1pm**

Mock/Internal Exam Times:

3 x sessions:

9am

11.30am

2.10pm

- Please arrive at least 10mins before the start time of your examination.
- You must enter the exam room in **silence** and remain so throughout the examination until you have been dismissed.
- You must not talk to or otherwise communicate with or disturb other candidates once the examination has started.
- **MOBILE PHONES AND ANY OTHER ELECTRONIC OR RADIO COMMUNICATION DEVICES INCLUDING IPODS AND MP3 PLAYERS ARE NOT PERMITTED IN THE EXAM ROOM.**
- **POSSESSION OF UNAUTHORISED MATERIAL IS BREAKING THE RULES, EVEN IF YOU DO NOT INTEND TO USE IT, AND YOU WILL BE SUBJECT TO PENALTY AND POSSIBLE DISQUALIFICATION FROM ALL YOU EXAMINATION SUBJECTS.**
- Only equipment required for the exam will be permitted in the exam room – please ensure that bags are not brought into the exam room. All bags must be placed in the cupboards near each venue as directed.
- **Bags and coats will not be permitted in the exam room.**
- You must not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers. You must write in **black** ink or ballpoint pen only – unless stated otherwise.
- You must not take into the exam room any unauthorised material or equipment which might give you an unfair advantage, such as notes, calculator cases/instruction leaflets, etc.
- **Any pencil cases taken into the exam room must be see-through.**
- **Any drinks containers must be clear and labels removed.**
- All cases of irregularity or misconduct in the examination room will be reported to the awarding body.