




# Exam Assembly

CENTRE

41129

# Preparing to enter the hall

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES,  
MP3/4 PLAYERS**

**NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

Effective from 1 September 2014

# Exam Regulations –Understand the Rules

- Be on time for all your exams –if late, your work might not be accepted
- Do not become involved in any unfair or dishonest practice during the exam
- Possible disqualification from all your subjects  
-if you cheat or break the rules in any way

## MUST NOT TAKE INTO THE EXAM ROOM

- Notes
- An iPod, mobile phone, MP3/4 player, or wrist watch which has data storage device, not even a headphone/earphone

# Exam Regulations –understand the Rules

- Do not talk to or try to communicate with, or disturb other candidates once exam has started.
- Must not write inappropriate, obscene or offensive material –may lead to disqualification.
- Do not borrow anything from another candidate during the exam.

# Equipment



- **Pencil cases must be clear**
- **Do not write in coloured ink**
- **Tippex/correcting pens/Gel pens must not be used**

## **Only take into the exam room:**

- **Black ink pens –MUST WRITE with black ink**
- **Pencils**
- **Ruler and eraser; colouring pencils for DT**
- **Calculator**
- **Diagrams, maps, charts etc –Pencils**

# Information –attend your exams and bring what you need

- Know the dates and times of all your exams
- If you arrive late for an exam, report to the Exams Officer/Invigilator running the exam
- Not allowed to take the exam –if you arrive more than one hour after the published starting time for the exam
- Water bottle –still water and label free
- Do not leave the exam venue unattended –toilet or any other reason
- No Toilet break –first 15 mins of the start of exam and last 15 mins of the end of exam



- Seating plan will be displayed on the exam board next to AMc room, Theatre, outside Sports Hall doors
- Leave your bags at the front of the hall in line with your row
- Cards will be on the desk –with details for the front of the paper
- Before the exam commences, there will be booster session with your subject teachers –  
**ATTENDANCE COMPULSORY**
- Meet in the theatre before every exam

# Pre-exam Booster sessions & Exam timings

- For AM Exam
  - Booster Session -8:00am-08.35am –in assembly hall
  - In the theatre for 8:35 AM
  - Go to Exam Venue –8:45 AM
  
- For PM Exam
  - Booster Session –12:30pm-1.05pm –Assembly Hall
  - Line-up –1:05 PM -Canteen
  - Go to Exam Venue –1:15 PM

# Instructions During the exam

**Before the start of the exam always listen**

**-Exams Officer/Invigilators/Teacher**

**Inform the invigilator at once:**

**–Wrong question paper, or all of the materials listed on the front of the paper**

**–If the question paper is badly printed**

**Read carefully and follow the instructions printed on the question paper/on the answer booklet**

**Fill in all the details required on the front of question paper/answer booklet/additional answer sheet BEFORE the start of the exam**

**Write your answer within the designated sections of the answer booklet**

**Do rough work on the proper exam paper, cross it through if don't want to be marked**

# Advice and Assistance

- Not feeling well
- Affected by any other reason
- Need more paper
- Must not ask for, and will not be given, any explanation of the questions

# At the end of the exam

- **Fasten any loose sheets with the answer booklet**
- **Check your candidate details on the answer booklet/additional sheet**
- **Do not leave the exam room until told to do so by the exam officer/invigilator**
- **Do not take from exam room! –question paper, answer booklets, rough work etc.**

# Exam Preparation

- Go to bed early!!!
- Drink plenty of water
- Eat healthily and sensibly
- Know when all your exams are... prioritise your revision
- Attend all exam preparation lessons – timetable will be issued this week

**Good luck for your GCSE  
Exams and a bright  
future**