

## **Exam Candidate Information**

### **Summer exams 2023/24**

This booklet contains important information regarding your exams. You should read this before your exams begin.

If you have any questions about the exams process or your exam arrangements, please come to the Exams Office, E4.

Exams Officer- Miss B Mendez

## **1. Preparing for your exams**

JCQ Information

Further exams information from the Joint Council for Qualifications is available to you on our website [here](#) and must be read before exams begin. It covers the following:



- Written examinations
- Social Media
- Warning to Candidates
- No mobile phones poster

## **Uniform**

Full school uniform rules must be adhered to during any exam taken.

Details of our uniform policy can be found on our website [here](#)

We are asking you that your ears are visible. This is to comply with regulations around air pods not being used. If invigilators cannot see your ears, they may ask you to push your hair back so they can confirm this.

## **Exam Attendance**

Morning exams will begin at 9.00am and afternoon exams at 1:00pm. You should arrive in school on time so you have time to prepare for your exam.

If you are worried about relying on public transport to get you to school on time, remember that the school opens at 8.25am.

In case of traffic incidents or other reasons for lateness, please contact the school office IMMEDIATELY on 0117 3772200

If unwell, call the school office IMMEDIATELY on 0117 3772200 and speak to the Exams Officer or leave a message with the reception team.

Advice will be given on an individual basis depending on the circumstances.

## Equipment

### ***Check your pockets before you go to the exam room!!***

Check the specific equipment required for each subject and exam. Your teachers will have told you what is required in advance.

**DO** bring:

- **Pencil case**—clear pencil cases only (no writing or pattern)
- **Pens**— **only black** pens are allowed. Simple black biro's are best
- **Pencils**—for drawings and rough notes
- **30cm Ruler**
- **Protractor**
- **Compasses**
- **Pencil sharpener**
- **Colouring pencils**—possibly required for DT
- **Highlighter pens**— may be used to highlight questions, extracts, words or phrases. Must not be used in your answers
- **Calculator**—may be required for Mathematics, Science, Business, Economics and Geography
- Due to the extensive range of calculators available, it is not possible to put together a full list of calculators that are allowed in examinations

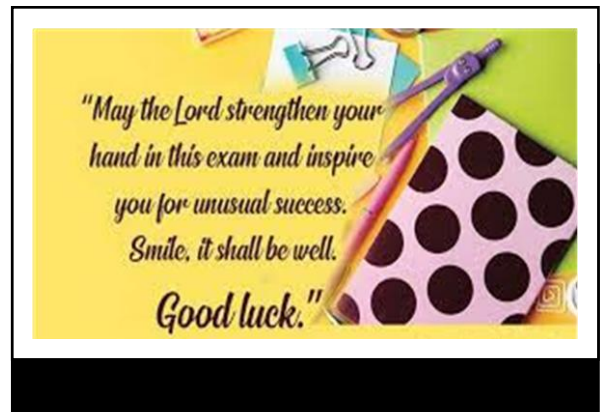
Please visit link <https://www.stbedesc.org/page/?title=Exam+Information&pid=61>

**Water**—must be in a clear bottle, no label, no writing or pattern on the bottle

There will be some spare stationery/equipment kept in the exam room but please come prepared to avoid any disruption during your exam.

**DO NOT** bring:

- Mobile phones
- iPods/MP3/MP4 players
- Watches/smart watches
- Any other communication device
- Correction fluid such as Tippex
- Erasable pens
- Gel pens
- Notes
- Calculator cases
- Bags
- Coats
- Food or sweets



## **2. During your exams**



### **Arriving for your exam**

Please ensure you arrive at school on time. Being prompt will mean that you do not miss the start of the exam. You will also benefit from last minute tips from teachers before entering the exam hall.

Make sure you have all your equipment ready and if you need toilet this is the right time, **TOILET BREAKS** and **REST BREAKS** will not be allowed the first 30 minutes at the beginning of the exam and the last 15 minutes towards the end of the exam.

You should line up in front of the letter where you are seated for that exam in the courtyard. Teachers and senior staff will be in there to help you prepare for your exam and give you some last-minute reminders.

If you are not taking your exam in the Sports Hall, you should go straight to your room.

Enter exam areas (e.g. the Sports Hall) in absolute silence when preparing to enter the exam room. Other exams may already be in progress so please be mindful of this as you arrive. Invigilators may discipline you for not following the rules. Obey the exam notices, procedures and rules outside and inside the exam room.

Exams are overseen by invigilators; they have strict rules and regulations to follow. They may be external or people from within the school that you may recognise. The invigilator for your exam will advise you what to do and when. Please ensure you listen to their instructions in the exam room. You must wear your uniform correctly. Invigilators must be able to see your ears because students cannot use air pods. If invigilators cannot see your ears, they may ask you to push your hair back so they can confirm this.

In the unlikely event of a late arrival (public transport problems, car accidents, illness etc.) we will do all we can to help you. Call the school on 0117 3772200. Senior staff will be aware that you are missing and will be waiting for you at reception. If possible, we will get you into the exam. If this is not possible, we will stay with you and make the best arrangements we can.

### **In the exam room**

- Absolute silence is required. You will be under exam conditions from the moment you enter the exam room until after you have left the room.
- You must listen to the invigilator and follow his/her instructions at all times in the exam room.
- You must not communicate with other candidates.
- The exam room will display the following information: date, centre number, subject title, paper number and the start and finish times of the exam.
- Sit at the designated exam desk with your name label and candidate number. You should already know where you are sitting in the exam room as this information has been provided on your timetable.  
If you cannot find your desk, please raise your hand and the invigilator will assist you.
- Be very attentive to the instructions. This is your last chance to sort any issues before the exam starts.
- Check that the correct exam paper is on the desk.

**When instructed to do so by the invigilator, read the instructions carefully and complete the information as requested. DO NOT WRITE ON YOUR EXAM PAPER UNTIL TOLD TO DO SO.**

You are responsible for producing legible handwriting in your exams.

If you need to get an invigilator's attention for any reason, please raise your hand and wait for them to come to you. Do not get up from your desk unless given permission to do so.

Remember what your teachers have told you and reminded you about prior to the exam.

We strongly advise all candidates to use the full amount of time allocated for an exam.

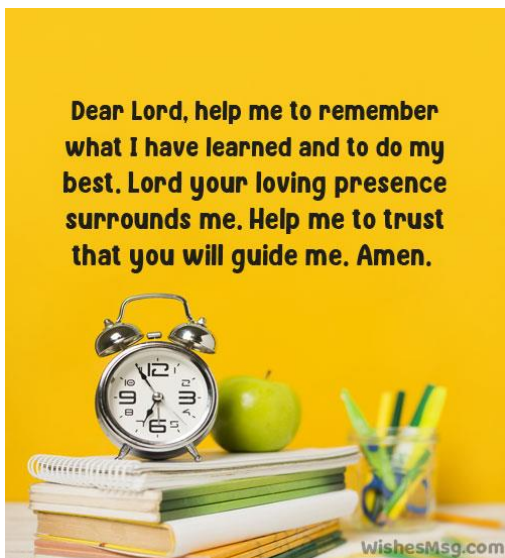
If there is an emergency during an exam, please stay seated and follow the lead invigilator's instructions.

Invigilators are trained to spot rule breaking and if this is found to be occurring during an exam it will lead to instant disqualification and other sanctions. For example, even having a switched off mobile phone in your pocket in an exam would lead to a zero score on your paper!

### **Leaving the exam room**

You must not leave the exam room on your own during an exam. If you have asked to leave for any reason, you must wait for an invigilator to accompany you.

At the end of the exam, do not leave until you are dismissed by the invigilator. Absolute silence is required on exiting and in the vicinity of the exam room. Other exams may still be in progress so please be mindful of this as you leave.



**And finally, everyone at  
St Bede's Catholic College would  
like to wish you well with your  
exams!**

