

Briefing: Instructions for Exam Candidates 2023-2024

As an exam candidate you must ensure you are fully prepared for every exam you are taking. 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 exams 2023-2024** available on the school website. This document has been written to help you – read it carefully and follow the instructions.

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 room in which you will be taking your exam(s) until the point at which you are permitted to leave. This means you **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. 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 start and finish times, and date, of each exam will be clearly displayed in the exam room.

Before you are permitted to start your exam(s) the invigilator will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- 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
- instruct you about any emergency procedures

The invigilator will also remind you that you **must**:

- hand in any unauthorised items in your possession (such as mobile phones and watches) if you have not already done so (This is your final chance – failure to do so may lead to disqualification)
- write clearly in black ink
- complete the relevant details such as name, centre number, candidate number and paper details on the front of the answer booklet and any other additional answer sheets used
- fill in any other details as necessary
- write your answers in the designated sections of the answer booklet
- do all work, including 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)
- neatly cross through any rough work but do not make it totally illegible as it will be forwarded to the examiner

The invigilator will also remind you that you **must not** use correcting pens, fluid or tape, erasable pens, blotting paper and you **must not** use highlighters or gel pens in your answers.

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The invigilator will:

- tell you **when** you may complete the details on the front of your answer booklet
- tell you **when** you may begin to write your answers
- tell you the time allowed (the duration) of your paper(s)
- remind you that you **must not** communicate in any way with, ask for help from or give help to another candidate while you are in the exam room

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

Malpractice* includes: a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations; failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations; disruptive behaviour in the examination room or assessment session; the introduction of unauthorised materials into the examination room. Any candidate who breaches examination conditions may be subject to sanctions as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures
<https://www.jcq.org.uk/exams-office/malpractice/>