Briefing: Instructions for Candidates

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).

This document has been written to help you - read it carefully and follow the instructions.

At the time of your exam

- (i) You **must not** enter the exam room until invited to do so by the invigilator
- (i) 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 by the awarding bodies as **malpractice***
- (i) You **must** listen to and follow the instructions given to you by the invigilator <u>at all times</u>
- (i) The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you 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 emergency procedures

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

- – hand in any unauthorised items in your possession (this includes 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 and in black ink
- – write your first name, surname, (except for CCEA exams), centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) 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.

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 material 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 2021-2022** (www.jcq.org.uk/exams-office/malpractice)