



# **Joint Council for Qualifications (JCQ) guide: Information for Students**

If you require a printed copy, please call in to the Exams Office.

The school has to implement a very precise set of requirements in all public exams. May I stress the importance of knowing, understanding and applying these requirements? They are largely common sense; however, everyone has to be sure to get them right. Occasionally, during the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure the school, as an exam centre, has integrity and is adhering to the expected standards.

## Regulations – Make sure you understand the rules

**Be on time for all your exams. If you are late, your work might not be accepted;**

**Do not become involved in any unfair or dishonest practice during the exam;**

**If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects;**

You **must not** take into the exam room:

- notes;
- potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device.

Any pencil cases taken into the exam room must be see-through.

**Remember:** 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;

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers;

Do not talk to or try to communicate with, or disturb other candidates once the exam has started;

**You must not write inappropriate, obscene or offensive material;**

If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return;

Do not borrow anything from another candidate during the exam.

### Information – Make sure you attend your exams and bring what you need

Know the dates and times of all your exams – from your timetable;

Arrive at least ten minutes before the start of each exam – however at RHS, you should be in school to attend the focus session prior to the exam;

If you arrive late for an exam, at RHS report to the team in Year office;

If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it;

Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam;

You **must** write in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

### Calculators, Dictionaries and Computer Spell-checkers

You may use a calculator unless you are told otherwise

If you use a calculator:

- make sure it works properly; check that the batteries are working properly;
- clear anything stored in it;
- remove any parts such as cases, lids or covers which have printed instructions or formulas;
- do not bring into the exam room any operating instructions or prepared programs;

Do not use a dictionary or computer spell checker unless you are told otherwise.

### Instructions during the exam

Always listen to the invigilator. Follow their instructions at all times

Tell the invigilator at once:

- if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
- if the question paper is incomplete or badly printed;

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

Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam;

Make sure you fill these details in on any additional answer sheets that you use;

Remember to write your answers within the designated sections of the answer booklet;

Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers;

Make sure you add your candidate details to any additional answer sheets that you use.

### Advice and assistance

If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator;

Put up your hand during the exam if:

- you have a problem and are in doubt about what you should do;
- you do not feel well;
- you need more paper.

You must not ask for, and will not be given, any explanation of the questions.

### At the end of the exam

If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use;

Do not leave the exam room until told to do so by the invigilator;

Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.