

Important Exam Information

- ❖ Make sure you are on time for each exam.

You must arrive at the appropriate exam room at least 15 minutes before the exam is due to start.

If you arrive 30 mins after the start time you must report immediately to an Invigilator in the exam room.

If you arrive more than one hour after the published exam start time you will not normally be allowed to sit the exam. You can find your exam timetable on Student Portal, exams tab.

- ❖ Make sure you are aware of your room and seat number.

You should check your exam timetable on Student Portal in advance of your examinations.

You will be sent a text message the day before reminding you of your exam, room and seat number.

If you do not receive a text message, a seating plan will be on display outside the exam hall. Make sure you know your seat number before entering the exam hall.

You MUST be wearing your Lanyard with your Franklin College student ID card.

- ❖ Only bring into the exam room the materials and equipment that are allowed and required for the exam. Please leave all other items (coats, bags, personal belongings etc.) in the exam bag drop, in a safe place or with a friend.

- ❖ **You must not be in possession of any potential technological/web enabled sources of information such as: mobile phones, iPods, iWatches, MP3/4 players, Air Pods earphones/earbuds etc.**

If these items cannot be left elsewhere, they must be switched off and left in your bag. Please also ensure that any mobile alarm calls are disabled.

If you do bring coats, bags etc. to your exam then they must be left in the exam bag drop.

ALL watches must be removed and left in your bag. Watches must not be worn or be left on your desk.

- ❖ Once you enter the exam room there must be **no communication with any other candidate in any way whatsoever or you may be disqualified from all exams.**

If you need any assistance you must speak to a member of the Exams team or an invigilator, not a tutor or another candidate.

- ❖ Once seated, you must not open or begin to write on your exam paper until you are told to do so. If you do, this is considered malpractice under JCQ regulations.

- ❖ Pencil cases must be transparent.

Calculators must not have a cover, lid or case showing formulae. They must be of a suitable size and battery or solar powered.

Correcting fluid/pens must not be used. You should only use **black ink**, unless the instructions printed on the front of the question paper state otherwise. Gel pens are not allowed.

- ❖ Water or still juice will be allowed into the exam room in a clear bottle only, but it is your responsibility to ensure that no water is spilt on exam papers.

Excessively large bottles will not be allowed in the exam room (e.g. 2 litre bottles)

Food, **fizzy** drinks or cans are **NOT** allowed, unless there is a valid medical reason, and it has been agreed by the exam team prior to the exam.

All bottle labels must be removed before entering the Exam Room and bottles must be transparent with no writing or pictures on the casing.

If you do not have a transparent bottle with no labels/pictures/writing you will not be allowed it during the exam.

- ❖ If you need assistance during your exam, please raise your hand to attract an invigilator's attention.

You **must not** leave the exam room unsupervised. If you do you will not be allowed to return to the exam room and you may be committing malpractice.

There will be no toilet breaks permitted in the last 15 minutes of an exam, with the exception of medical requirements.

- ❖ You must remain in your seat and cannot leave the exam room before the scheduled end time of the exam, even if you complete the paper early.

- ❖ When your exam is finished, and you are given permission to leave the exam room by an invigilator, you should do so quietly as there may still be students working.

You are under strict exam conditions until you have left the exam room, therefore you must not communicate with any fellow candidate until you have left the room.

Communicating before leaving the room is malpractice and you risk disqualification.

Out of courtesy for those remaining in the exam room please make sure you move well away from the room before talking.

- ❖ Please be considerate towards your fellow students during exam sessions and ensure that you are quiet when passing any exam room displaying 'Quiet Please' notices.

FAILURE TO ADHERE TO EXAM REGULATIONS IS CONSIDERED MALPRACTICE.

IN THE EVENT OF MALPRACTICE, A REPORT MUST BE SENT TO THE AWARING BODY AND COULD RESULT IN DISQUALIFICATION FROM ALL EXAMS.