

LIGHT HALL SCHOOL, EXTERNAL EXAMS SUMMER 2013

CANDIDATE INSTRUCTIONS –YOUR RESPONSIBILITIES

The JCQ documents posted on the website are produced on behalf of all the awarding bodies. These REGULATIONS cover all examinations, controlled assessments and coursework. Any breach of these rules, would have to be reported and could lead to disqualification from all your exam subjects.

Candidates should ARRIVE at school in good time for their exams. All exams will be held in the Sports Hall unless another venue is specified on the timetable. Candidates should assemble on the tennis courts or outside the alternative room, at least 15 MINUTES BEFORE THE START TIME. Candidates who qualify for a reader should report to MR JACKSON in the LSC 15 minutes before the start time.

FULL SCHOOL UNIFORM must be worn for all examinations – the school will refuse admittance if correct uniform is not worn. You also risk having your study leave removed.

Candidates should look up their SEAT NUMBER for each exam. Seating plans will be on display in the main G block, on the side door of the Sports Hall and on the examinations notice board in the C block corridor, near to the gym.

Bring all the equipment you need in a CLEAR PENCIL CASE or plastic bag, so that it is visible to the invigilators. Only BLACK PENS may be used. You may bring a small, clear plastic bottle of water, which you should keep on the floor.

CALCULATORS must conform to examination regulations. Check with your teacher if you are unsure. No cases, lids or instruction leaflets are allowed. Calculators are needed for ALL exams

The following are classed as UNAUTHORISED items and are NOT ALLOWED in the exam room – any product with an electronic communication or storage device or a digital facility (eg mobile phones, iPods, MP3/4 players, I pod watches).

LISTEN to all ANNOUNCEMENTS made at the start of an exam and READ all INSTRUCTIONS on the question paper. Check you have the correct paper.

COMMUNICATION with another candidate is not allowed in the exam room. If you need to speak to an INVIGILATOR, stay in your seat and raise your hand.

Make sure that you complete the details on the front of your answer book and on any additional sheets you use. These should be tied to the book with a treasury tag. EXAMINATION MATERIALS may not be taken from the exam room.

After the papers have been collected, you will be dismissed in rows. Remember that you are still under EXAMINATION CONDITIONS until you are outside the exam room. Be considerate – other candidates may still be working.

Candidates who arrive LATE may still be admitted to the exam and be allowed the full time. A report may have to be sent to the awarding body, depending on the time of arrival and the duration of the exam.

If you encounter any PROBLEMS during the examination period (illness, injury, etc), inform the school (744 3835) as early as possible, so that we can help or advise you.