

## 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).

### At the time of your exam

- ① You **must not** enter the exam room until invited to do so by the invigilator
- ① 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**  
**You must not open, or write on, the exam paper until you are instructed do so by the invigilator**
- ① You **must** listen to and follow the instructions given to you by the invigilator at all times
- ① Breaches of examination conditions including a breach of the instructions or advice of an invigilator, failing to abide by the conditions of supervision, disruptive behaviour and the introduction of unauthorised material into the examination room are considered by the awarding bodies as malpractice. Those who have breached the regulations may be subject to penalties in accordance with the JCQ publication **Suspected Malpractice: Policies and Procedures 2023-2024** ([www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice))
- ① 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 (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**)
- fill in all the details needed on the front of your answer booklet (or question paper) in black ink
- make sure you fill these details in on any additional answer sheets that you use
- write clearly and in black ink, but you may use pencil for drawings and rough notes
- write in the designated sections of the answer booklet
- write all 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)

**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. (You can use highlighters to highlight questions and text in extracts or resource booklets.)

### The invigilator will:

- 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
- tell you when you may complete the details on the front of your answer booklet
- tell you when you may open the question paper and begin to write your answers
- tell you the time allowed (the duration) of your paper(s)

**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

**Equipment Allowed in the Exam Room**

- clear pencil case; free from writing and logos
- black pens, pencils, rubber, pencil sharpener, protractor, ruler, compass, highlighters (not to be used in answers)
- calculator (the lid must be removed and left in your bag. Instruction leaflets are also prohibited)
- bottle of water. The bottle must be clear, free from logos and labels must be removed.

**Equipment NOT Allowed in the Exam Room**

- glasses cases
- geometry set cases
- calculator lids and instructions
- food and any drink other than water
- mobile phones (this includes leaving your mobile phone in your pocket. Any mobile phone in an exam room, even if you do not intend to use can lead to disqualification and a mark of zero being awarded)
- any type of watch, including FitBits
- MP3/4 players
- No potential technological/web enabled sources of information

