

EXAMS DAY OVERVIEW

Arriving on Exams Day

- Be on time! If you are late, your work may not be accepted
- It is important to arrive early on exams day to prevent a late start of the exam, as this could result in a malpractice

Entering the Exams Room

- Candidate must arrive before the start time of the exams e.g. start time 9.30am - the candidate should be there 5-10mins earlier.
- Use the restroom and drink and eat beforehand if required
- The candidate is **under exams rooms condition** the moment they step into this room. Any unauthorised items recovered after this will result in Malpractice for the candidate and could result in disqualification.
- NO unauthorised items are to be taken into the exams room as per the "Unauthorised Items" & "Warning to Candidate" posters.
- Mobile phones and other electronic devices must not be taken into the examination room. This includes within any non-exam / controlled assessments you do
- No watches, including smart watches to be worn or taken into the examination room. This includes within any non-exam / controlled assessments you do
- No AirPods
- All exams materials e.g. calculator, ruler, pen, pencils, eraser will be provided in your exams box with your exams papers
- Don't talk or try to disturb other candidates once the exam has started
- No personal items are permitted - food and drink items **must be see-through** with no text, writing or stickers

Invigilators

Candidate must strictly follow the Invigilators announcement and instruction.

- Before the exams starts - you might fill in personal details to the papers front sheet including your candidate numbers, ect.
- The invigilator will tell you when to start and when to finish the exam
- There will always be two invigilators in each exam room
- A clock visible to all candidates will be displayed; as well as a A3 information sheet with all exam and timing details of that exam taking place

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During the exam

- Don't talk or try to disturb other candidates
- In case of an emergency - Invigilators will ask the candidates to stop working and put their papers face down on the table, they then escort candidates out of the building - do not speak to other candidates during this time - after the all clear, the exam might be continued with missed time added on - depending on the emergency
- If you feel unwell - point it out to the invigilator
- Any form of malpractice must be reported and documented by the invigilator and a candidate statement might be required as well for the exam board. In certain circumstances special consideration can be applied for at the discretion of the awarding body

Finishing the exams

- Don't leave the exam room until you have been given permission to do so
- Candidates can leave the exams room earliest after one hour after the published start time for that exam - not prior
- Don't talk or try to disturb other candidates
- Place all papers on your desk - the invigilator will collect them from you before you are able to leave

Post Exams

- Results Day is a big day for learners, but it's important to stay relaxed and to keep things in perspective
- Results will be available in August for GCSE and Level 1 & Level 2 Qualifications or approximately 28 days after exam dates for Functional Skills exams