



**Resilience
Multi Academy
Trust**

Exams – Student Expectations

A Future Woven
Together
One Trust

Expectations

Know your seat number

Arrive on time

Absolute silence in the exam room & to and from the Heart Space

DO NOT have any banned items on your person, or near you, for any reason. Ensure your pockets are completely empty to be on the safe side. Use the amnesty wallet if needed

Face the front at all times. No gesturing, giggling or eye contact with other students

No writing or drawing on hands or arms before or during the exam

Water bottles must be clear, have no writing/labels on and only contain water

Do not scribble or draw on your exam paper. Offensive messages can result in disqualification

If you need anything or feel unwell put your hand up and tell an invigilator

You will not be allowed to go to the toilet without a toilet pass unless you are visibly unwell

Do not put your head on the desk

Afternoon exams may finish later than 14:35. Know your finish time, make arrangements for getting home & ensure your parent/carer knows where you are and when to expect you home

Follow invigilator instructions first time, every time



Banned items

* Mobile phones, iPods, smart devices

* Notes, books, papers

* AirPods, earphones, earbuds

* Watches



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**




Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in








DISQUALIFICATION


from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



**Appendix 4
Warning to candidates**

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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- 1
You **must** be on time for all your examinations.
- 2
Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.
- 3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- 4
You **must** follow the instructions of the invigilator.
- 5
You **must not** sit an examination in the name of another candidate.
- 6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.
- 7
If you are confused about anything, only speak to an invigilator.

The **Warning to candidates** must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



Equipment

This is what you **SHOULD HAVE**:

Clear pencil case

2 **BLACK BIRO** type pens

Pencil, rubber, pencil sharpener

Protractor, compasses

You can also have a highlighter



Everything is clearly visible to invigilators
and there are no additional items

This is what you **SHOULDN'T HAVE**:

Additional items

Correcting pens, fluid or tape

Gel pens



Invigilators cannot see if there are
hidden notes or there is writing on items



Calculators



Only have your calculator for exams where it is allowed – otherwise leave it in your bag

Remove the back & leave it in your bag, or place on floor under your desk

You are responsible for ensuring it works

The memory must be clear – spot checks will take place any anything found stored in a calculator can result in disqualification

If your calculator stops working during the exam put your hand up – you can borrow a spare one

