

Supervision during your exams

Exams are supervised by a team of invigilators

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies etc.

The JCQ General Regulations, ICE booklet and Access Arrangements Guidance are all available on the College website.

Exam room expectations

- Students are expected to wait quietly outside their exam room 10 minutes before the College start time. (this may be different under current restrictions please check Exams Noticeboard and your emails regularly)
- Students are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator, and have left the examination room.
- Students must not talk to, attempt to communicate with or disturb other Students whilst finding their place. It is also important that students do not have on them any electronic device that can connect to the internet or store any notes.
- Students must listen to and follow the instructions of the invigilator at all times in the exam room
- At the start of the examination the invigilation team will ensure the following is visible to all students :- centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam
- Students must check for themselves that they have been given the correct paper and tier. For students who have a clash they must check that they have the agreed paper.
- Students may fill in the front of the examination booklet with the relevant information when **instructed to do so** by the invigilator. **DO NOT WRITE ANY NOTES/PLANS etc** on the front of the booklet as this may constitute malpractice.
- Students must put the name they are registered at College under (no shortened or name changes), names must be the same as your entry information.
- If you need extra paper, please put your hand up when you start writing on your last sheet. Your details must be completed on all extra sheets, and the extra sheets placed inside your answer booklet.
- Students may leave the examination room to go to the toilet, but must wait until an invigilator can escort them. Students will be allowed the full time for their examination.
- If a Student walks out of the examination room unescorted they will not be allowed back into the room, and may have to be supervised for the remaining time of the exam.
- Bags and phones are NOT allowed in any of the exam rooms, please check the Exams Noticeboard to see where to take your belongings prior to the start of exams.

Students with exam clashes must not leave the examination room at the end of the examination session unless they are escorted by an invigilator.