

Examinations Guidance and Rules 2023-24



Individual Candidate Timetable

- Emailed to you and your parents/carers
- Keep it safe and available
- Take a photo of it on your phone and print it out
- Take note of your row & seat number

If I'm late, can I still sit the exam?

If you are going to be late for an exam, contact us ASAP!



On arrival a member of staff will escort you to the exam room.

You **must not** enter the exam room without permission once an exam has started.

Depending on how late you are, the Exam Boards may not accept your script.

Equipment (minimum)

- Clear pencil case
- **BLACK** Biro x 2 (the only colour accepted by the exam boards)
- Pencil
- Eraser - **No Tipp-ex**
- Pencil sharpener
- Protractor/compass
- Ruler
- Calculator (if allowed)
- Highlighters



**NO MOBILE PHONES
WATCHES
MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



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

DISQUALIFICATION

from your examination and your overall qualification.

**No watches allowed in the
examination hall.**

**Place these items in your bag on
lock box BEFORE entering the
exam.**

Remove labels on water bottles



Calculators

- Bring your calculator for exams need them, such as maths, science, business studies, technology etc.
- Calculators must not be brought into the exam hall for a non-calculator maths exam.
- Calculators must be **without their cases** and pre-programmed formulae.

Exam Timings

- Morning exams begin at 08:45
- Afternoon exams begin at 13:30
- The duration of exam papers vary, from 30 minutes to possibly 2hr 30
- This could mean that some exams finish later than the end of the normal day, so appropriate arrangements for getting home should be made
- Please turn up to your exam venue 15 minutes prior to the start time of your exam

Seating

- Your individual timetable will show your seat and row number
- Seating plans will be displayed in the foyer
- A candidate card will be on each exam desk
- Do not deface or destroy the candidate cards
- Once seated the exam officer will read instructions and announce the start.

Do not write anything on your paper until you are instructed to do so.

It is considered Malpractice if you do

Invigilators

There to ensure the exams are run according to the regulations

Please listen to them and follow instructions

For assistance, raise your hand **high** to alert an invigilator

They are unable to answer any questions relating to the exam paper

Please treat them with respect

Malpractice

Possession of a watch, mobile phone or smart enabled device - even if switched off

Writing/drawing obscene material

Talking/disrupting others

Turning around in your seat

Possession of notes

Writing on hands/skin

Please check your pockets before you go into every exam

The background of the slide features a large, faint watermark of the University of Cambridge crest. The crest is a shield-shaped emblem containing a book, a lion, and a unicorn, with the motto 'HIVS BRIVIA' at the bottom. The watermark is rendered in a light teal color, matching the background.

Consequence of malpractice

Written warning

Loss of marks for that paper

Loss of marks for that subject

Loss of marks for all exams with the that exam board

All exams cancelled for all exam boards

Banned from taking exams for 1-5 years

Fire Evacuation Procedure

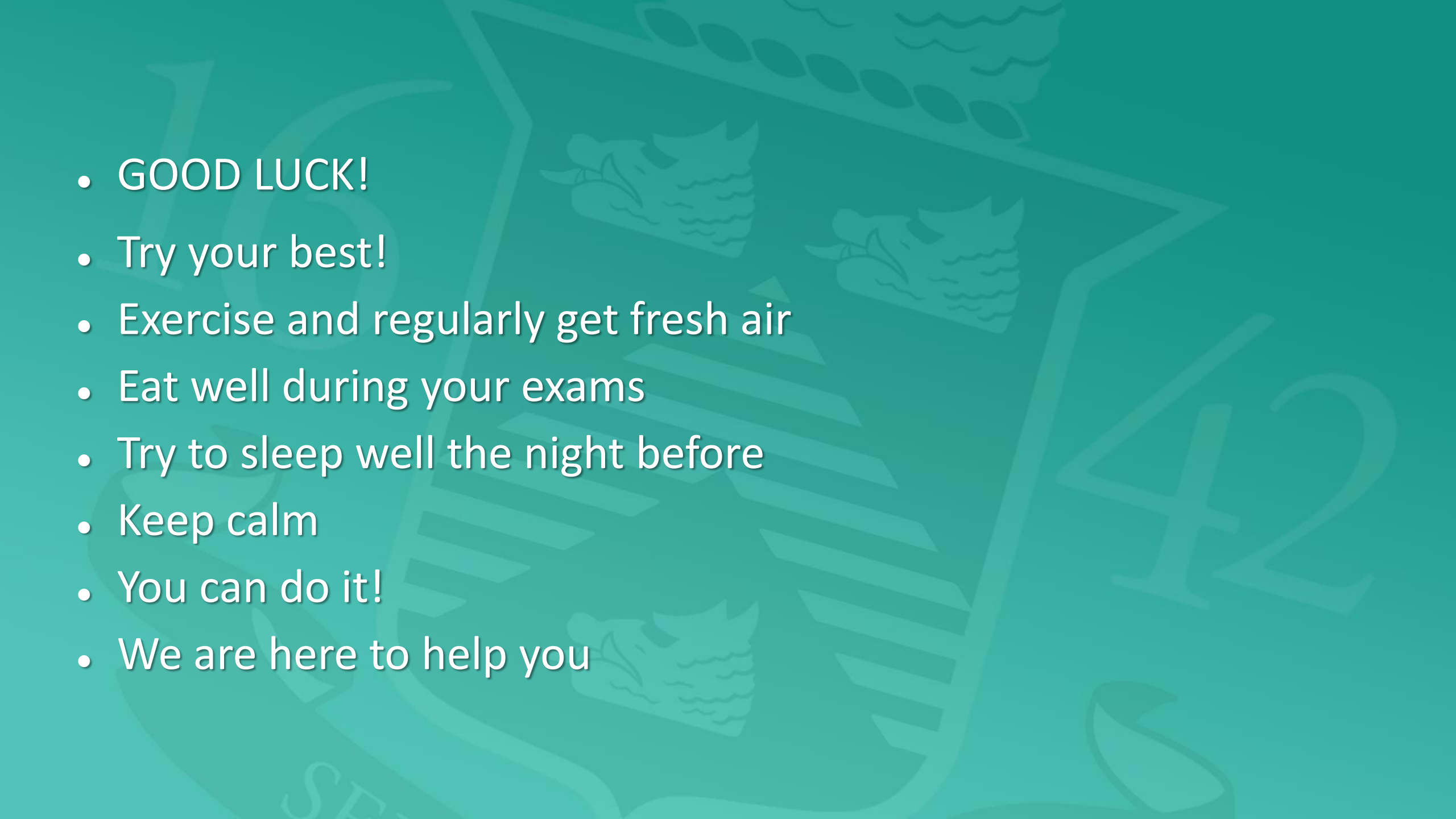
For a fire alarm follow the guidance of the Invigilators

You are under exam conditions

YOU MUST REMAIN IN SILENCE

Line up on the front lawn in the same seating plan as in the hall

DO NOT TALK – YOU RISK DISQUALIFICATION

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- The background of the slide features a large, faint watermark of the University of Sheffield crest. The crest is a shield-shaped emblem with a lion passant guardant, a sheaf of wheat, and a book. The words 'UNIVERSITY OF SHEFFIELD' are inscribed around the shield.
- GOOD LUCK!
 - Try your best!
 - Exercise and regularly get fresh air
 - Eat well during your exams
 - Try to sleep well the night before
 - Keep calm
 - You can do it!
 - We are here to help you