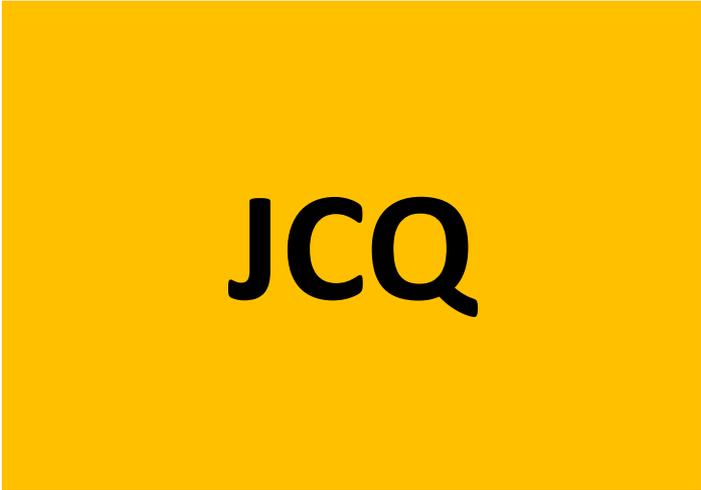


Exams & The Invigilators



JCQ

As invigilators, it is our role to make sure all exam conditions are followed, so every student has a fair exam.

We follow the rules sent to us by JCQ



Mrs Huggins



Mrs Phipps



Mrs Mann



Miss Franklin



Mrs Kerridge



Mr Fletcher



Miss Grimley



Miss Mangham



Miss Stanyard

Before entering the examination room you may see...

Posters mobile phones etc
Being quiet signs



**NO IPODs, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

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

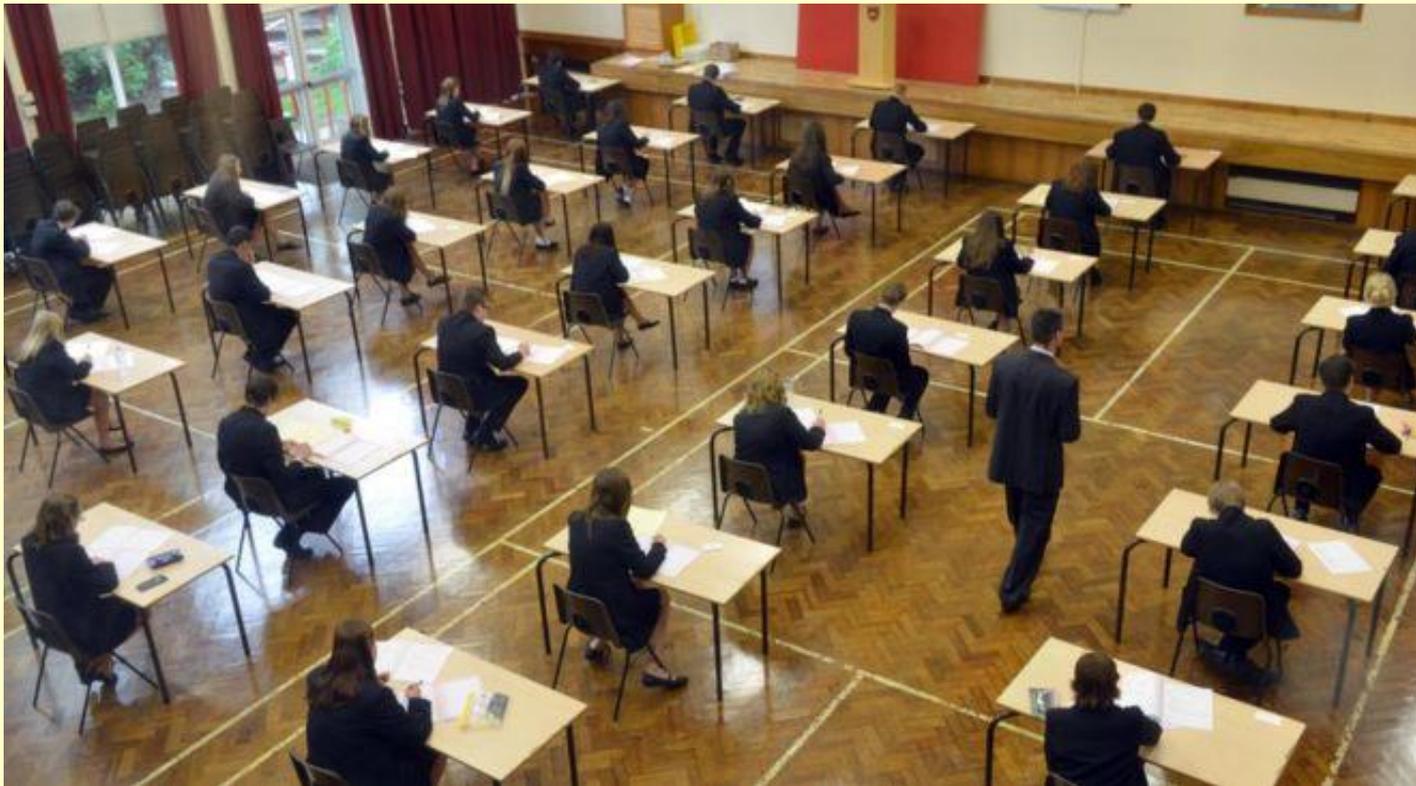
Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

What you can expect entering the examination room.

Desks



Invigilator/s



Mrs Kerridge



Miss Franklin



Miss Mangham



Miss Stanyard



Miss Grimley



Mrs Mann



Mrs Phipps



Mrs Huggins



Mr Fletcher

Notice board



Clock



What can you bring to the exam?

See through pencil cases



What can you bring to the exam room?

**Water bottle, no labels
or writing**



What can you bring to the exam?

Yourselves



What can you **not** bring into an examination room!



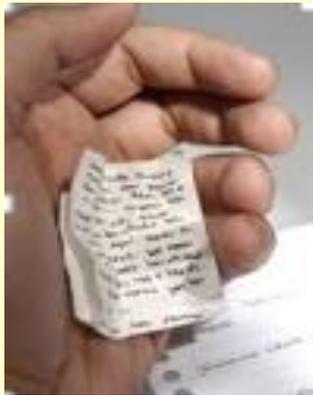
Technical Sources



What can you **not** bring into an examination room!



* Any unauthorised items must be left outside the examination room



**** If any unauthorised items are found in the exam room, it will be decided between the exams officer and the invigilator what is deemed unauthorised, it will be considered as malpractice and reported to the examinations board to decide the consequences!***



What is expected from you...

RESPECT

Obeying the rules

**Consideration
for others**

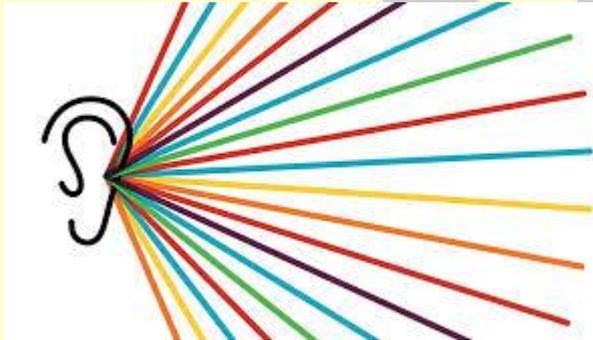
REMEMBER: if
you're not in an
exam be respectful
that others maybe

**If you finish your exam
before anybody else,
you must not disturb
them.**



As soon as you enter the exam room...

- Quietly find your desk and sit down
- Act calm and settle quickly
- Listen to the invigilators instructions



Exams conditions

This comes from JCQ board and lawfully has to be read out...

You are now under examination conditions & must follow the regulations of the examination

If you have not already done so, you must hand in any mobile phones, ipods, smartwatches or any technology you have. You must also make sure you have no notes, books, papers etc

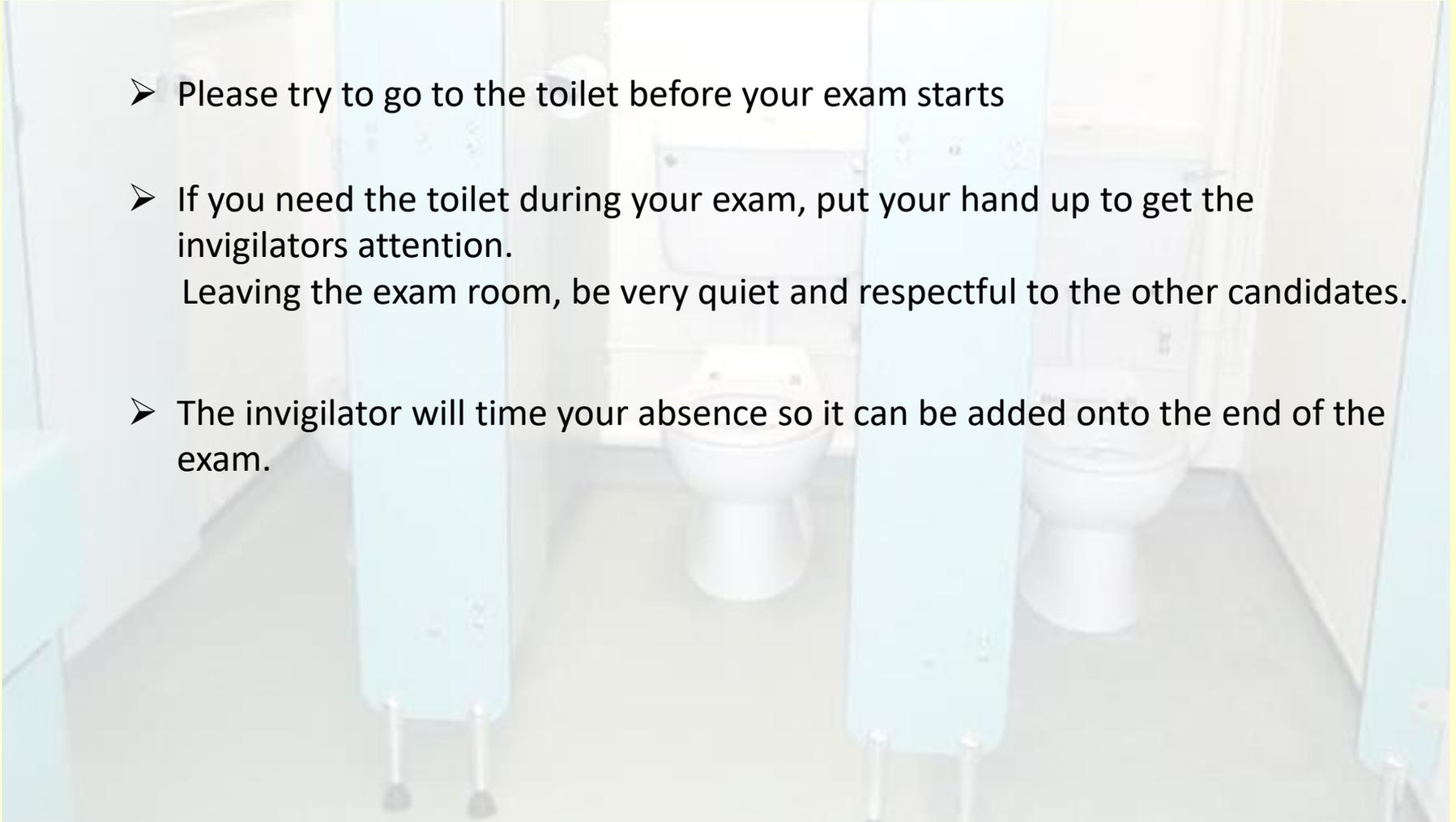
By having unauthorised items on you and failing to hand them in could lead to the disqualification of your exam.

You are not to use correcting pens, fluid or tape, erasable pens, blotting paper, highlighters or gel pens in your answers

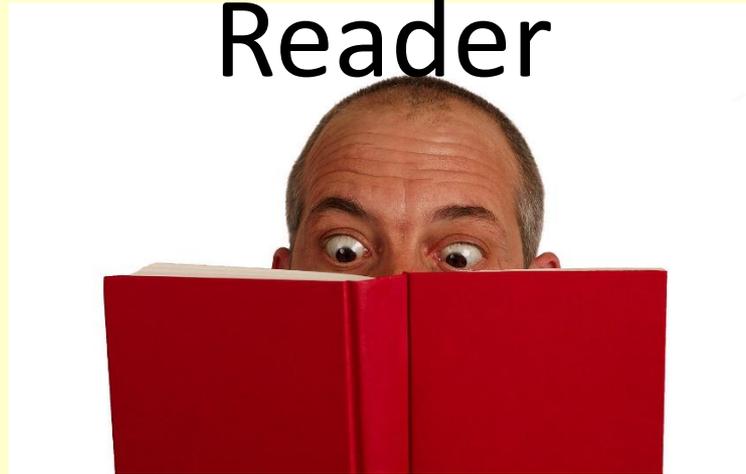
DO NOT COMMUNICATE IN ANYWAY TO ANOTHER CANDIDATE WHILST IN THE EXAMINATION ROOM.

Toilet

- Please try to go to the toilet before your exam starts
- If you need the toilet during your exam, put your hand up to get the invigilators attention.
Leaving the exam room, be very quiet and respectful to the other candidates.
- The invigilator will time your absence so it can be added onto the end of the exam.



Reader



Can only read the questions **you** instruct them to once, if you want them to re-read a question you must ask.

Can **not tell** you what question to read/answer next.

In a maths exam they can not tell you/read symbols, ie **+** **-** **÷** **x** **()** etc

Also in a maths exam if a question asks for a figure to be written in words, they can not read out the figure ***ie write 456,500 in words*** the same as if a question is in words and has to be written in figures, the reader can not read out the figure. **ie write two hundred and five in figures.**

A reader **cannot** read for you in the English Reading exam

Scribe



A scribe can only write what **you** tell them.

They **can not** tell you what questions to answer.

They **can not** read the answer you have given.

They **may** verbally repeat your answer, to check they have heard you right.

Timings – finishing exams am/pm

An AM exam start means, even if a candidate has finished their exam, they cannot leave before the specified time stated by JCQ.

A PM exam also means, if you have finished your exam early, you cannot leave before the specified time stated by JCQ.

REMEMBER: This is your time, sometimes giving your brain time to destress thinking you have finished...



May cause your brain to remember something you could have answered!



If you insisted on handing in your paper too early... Then you cannot add to it!

Leaving the exam room

Can only be done with the permission from the invigilator.

Any issues please get the attention of the invigilator by putting up your hand.

Behaviour

No messing about or inappropriate behaviour will be tolerated and may lead to the disqualification of your exam. Everything is logged by the invigilator and sent to the examining board and it will be down to their discretion whether they decide to disqualify your exam.

Does an invigilator have to tell me...

How long I have left till the end of my exam?

No

What Questions to answer?

No

To use a pen if we see you using a pencil?

No



For more informations about the exam concessions pleases visit the website below:

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/acce>