

Information for candidates for written examinations

effective from 1 September 2021

This document has been extracted from Join Council Qualifications (JCQ) to help you.

Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or **a watch.**

Any pencil cases taken into the exam room must be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. **If you have a watch, the invigilator will ask you to hand it to them.**
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8. You must not write inappropriate, obscene or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Coloma Information

1. Start time

Exams at Coloma start at **8:30am in the morning and 1:20pm in the afternoon** and ALL students are required to queue up at the front lawn or outside the Performing Art Centre at **8:20am and 1:10pm** respectively where you will have a briefing from your subject Head of Department before enter the exam rooms.


2. Access arrangements

For students who have access arrangements: your requirements are made known to the invigilators and they will administer it in the exam for you.

3. Equipment & Essentials

You are expected to bring all the equipment you need in the exams: black pens or black ball point pens, scientific calculator, ruler, pencil, rubber, a maths set (for GCSE students) in a clear/see-through pencil case. Coloma will NOT be lending you any equipment in the exams.

If you wish to bring a bottle of water with you then it needs to be in a clear bottle without any pattern or label as any bottle that does not meet the requirement will be confiscated and returned to you after your exam. See some required samples below for your information.

Clear/See-through Pencil Case	Calculator & Maths set	Clear water bottle
 <p>Or</p>	