

# In the examination venue

Check you do not have items in your pockets that are not permitted in the exam hall, even if you do not intend to use them.

Ensure that you have your equipment and water bottle in your hands so that it can be checked as you enter the hall. You will not be able to return to your bag once you are seated.

A label with your name and your candidate number, and any access arrangements you may have, will be on your desk.

No bags or revision notes are allowed near your desk. You will be asked to leave your bags and coats in the designated area of the examinations hall.

A 500ml bottle of water maybe brought into the venue with you but it must be transparent and label free. Larger and non-transparent bottles will be removed.

Mobile phones, iPods, MP3 players, smart watches and other types of personal electronic equipment must be **switched off** and left in your bag.

The use of a highlighter pen is not allowed in your answers.

Check that you have the correct paper. If you notice an error or you feel it is not the correct paper then you must raise your hand and inform the invigilator at once.

You must write your full legal name, candidate number and centre number on your examination paper or answer script before you begin.

If you use additional paper make sure write your full legal name, candidate number and centre number on each sheet. Additional paper will be available from invigilators during the examination. You must submit all additional sheets used.

All examinations have instructions which are on the front of the examination paper. The instructions will be made clear by the lead invigilator before the start of the examination and you should read them thoroughly.

Use the time you have for each examination sensibly. You will usually find that you have plenty of time, so spend time reading the questions and checking your answers carefully.

If you complete an examination before the time is up you will not be allowed to leave the venue early. You should use the remaining time to read through your paper and answers again, checking your spelling and workings.

## Emergency Procedure

If the fire alarm sounds during an examination you must remain seated and silent. The invigilators will tell you what to do.

Do not panic.

If you are instructed to evacuate the venue, you must remain silent and file out in the order you are sitting. You will be escorted in silence, to the designated assembly point. You must remain under exam conditions.

Leave everything behind on your desk. You must not attempt to remove your script or the examination paper from the room.

You must not attempt to communicate with anyone, including fellow candidates during the evacuation.

When the instruction is given to return to the examinations venue you must continue to remain silent. Do not resume writing until the lead invigilator instructs you to. You will be given full working time for the examination and a report will be sent to the awarding body detailing the incident.

## Candidates' conduct during examinations

- You **must** be on time for all of your examinations.
- You **must not** become involved in any unfair or dishonest practice in any part of the examination.
- You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
- **Possession of a mobile phone** or other 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.
- You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- You **must** follow the instructions of the invigilator.
- If you are in any doubt, speak to the invigilator.

The breaking of any of the examination venue rules will have serious consequences and may lead to the cancellation of your paper and in the event of very serious incidents the cancellation of all other examinations that a candidate is scheduled to sit and those that you have already sat.