



## PRESTWICH ARTS COLLEGE

# GENERAL EXAM RULES AND REGULATIONS

### **DO NOT BE LATE**

If you are already in school on the day of your examinations, make sure you arrive at the exam room promptly following the end of your previous lesson, and where possible for year 11's coming onto the site, please arrive 15 minutes early. As a rule, for those students who are coming into school for an examination, please ensure you also arrive 15 minutes before the official exam start time on your timetable. **DO NOT** take any chances with public transport; your exams are very important. You may not use traffic as an excuse for lateness so please allow yourself plenty of time to get to school. It is vital to arrive in good time on order to be able to listen to essential instructions and information whilst exam papers are distributed.

### **WEAR YOUR FULL SCHOOL UNIFORM.**

This applies even if you are only coming into school to take your examinations during the Summer session. You are expected to wear the full and correct school uniform and shoes for all examinations taken on school site. This also applies when attending revision classes. **JEWELLERY AND ACCESSORIES WHICH DO NOT CONFORM TO THE SCHOOL POLICY WILL BE CONFISCATED.** The school reserves the right to send you home to get changed if you are not in full uniform, even though this may delay the start of the examination for you.

### **DON'T BRING YOUR MOBILE PHONE, OR ANY OTHER ELECTRONIC ITEMS INTO THE EXAM ROOM.**

This is a Joint Council of Qualifications rule as well as a school rule. Mobile phones, along with all electronic personal items such as ipods and iwatches are prohibited from exam rooms. This includes headphones. Should your mobile phone go off during an examination, you are guilty of causing unnecessary disruption and distraction, and **you will be disqualified.** You may **NOT** take your mobile with you to your desk. Discovery of a mobile phone on a candidate during an exam (switched on or off) is an instant disqualification. **YOUR MOBILE WILL BE CONFISCATED IF IT GOES OFF —THIS INCLUDES ANY ALARMS WHICH ARE SET—PLEASE TURN ALARMS OFF ALSO.** Our best advice is to leave your phone at home. The school cannot be held responsible for mobile phone thefts during an examination.

### **BRING THE RIGHT EQUIPMENT TO YOUR EXAMS.**

You are responsible for making sure that you have all the basic and necessary equipment with you for every. Remember your calculator, maths equipment and coloured pencils when necessary. **DO NOT** chase staff on arrival and expect them to loan the equipment to you. **You MAY NOT borrow a neighbour's calculator or equipment during the examinations.** YOUR PENCIL CASE MUST BE CLEAR. You will not be allowed to have your pencil case on the desk otherwise. Your writing pen should be **BLACK.** Tippex and other such correction fluid is not allowed.

### **TAKE BOTTLED WATER ONLY INTO THE EXAM ROOM.**

You may take bottles of water in the exam room with you however, a recently introduced rule from the JCQ exam board states that all bottles taken into the exam room **must have their outside labels removed.**

### **GOING TO THE TOILET DURING EXAMS.....**

Unless you have a medical pass, you are **not allowed** to go to the toilet during the examination. If you are allowed to go to the toilet, you will be asked to leave your blazer on your chair whilst you are out of the room. Please ensure you plan your time effectively, and arrive early enough to allow yourself to go to the toilet before entering the exam room.

### **CONDUCT AROUND SCHOOL.**

You are reminded that when you are dismissed from your examination, you must not disturb classes taking place about the school. Please either go to a revision room or leave the site if applicable, in a responsible, quick and quiet way.

### **WATCHES.....**

Switch off the alarm on your watch before entering the exam room. All students will be asked to remove their watches and place them on their desks for the duration of the exam. i-watches and other similar wrist devices are strictly forbidden.

### **EXAM START TIMES.....**

Officially, under JCQ exam board regulations, morning exams begin at 9.00am, and afternoon exams begin at 1.30pm. However, schools are granted a half hour window either side of these times in order to allow the exams to fit in to a different school day timetables. **Please check your exam start times carefully as they will vary from exam to exam depending on the length of the paper. Some exams may start during registration or lunch.**