



GCSE EXAM REGULATIONS

Exam Rooms

- ▶ Exams will be sat in the sportshall or gym with access arrangements in PLC1 and alternative rooming in the library over the two weeks
- ▶ Bags and coats must be left at the back of the room.
- ▶ New Arbor seating plans will be displayed outside each exam room and exam cards showing your name and exam number will be on the desks so you should be able to find your seats easily and quickly.
- ▶ **KNOW YOUR CANDIDATE NUMBER**
- ▶ If you are unable to find your seat or have a question, you must raise your hand and ask an invigilator
- ▶ Remember once inside an exam room you must follow exam regulations

When You Have No Exams

- ▶ When you don't have an exam, you must go to your normal timetabled lesson unless it is communicated otherwise on the daily plan.
- ▶ You will be allowed to revise during these lessons.
- ▶ **You will not be permitted to wander the school to source revision materials, please come prepared.**



Examination Regulations

ExamsTraining

Question papers, stationery, materials and other equipment

- Invigilators must take all reasonable steps to make sure that the correct examination question papers have been placed face-up on candidates' desks **as well as any other required materials**. This includes modified papers and those on coloured paper

- Candidates must not be in possession of the following items:
 - **AirPods**
 - **earphones/earbuds**
 - iPods
 - mobile phones
 - MP3/4 players or similar devices
 - watches

Section 18.2a
Section 18.2d
Appendix 1:
*Instructions for
conducting
onscreen
tests, section
7.3*

+ smart glasses and other smart devices

N.B - new process to follow re. mobile phones and devices

ExamsTraining

Section 19.1

Starting the examination

Malpractice

- Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave:
 - **Any malpractice suspected or actual, from this point must be reported to the relevant awarding body**
 - Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room
 - Candidates must not open the question paper until the examination begins

ExamsTraining

Malpractice

- The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination
- Form JCQ/M2 – *Notification of suspected malpractice/maladministration involving centre staff* is now referenced, together with form JCQ/M1 – *Report of suspected candidate malpractice*

Section 24.3

Section 24.6

Examples of malpractice

Examples of candidate malpractice

- Accessing the internet, online materials or **AI tools** during remote assessment and remote invigilation, where this is not permitted
- Allowing others to assist in the production of controlled assessments, coursework, non-examination assessments, **examination responses** or assisting others in the production of controlled assessments, coursework, non-examination assessments or **examination responses**
- Plagiarism: unacknowledged copying from, or reproduction of, **third party sources** or incomplete referencing (**including the internet and artificial intelligence (AI) tools**)
- **Being in possession (whether used or not) of unauthorised material during an examination or assessment** – **AirPods** also now included in the examples listed



Appendix 6 – indicative sanctions against candidates

Examples of sanctions for AI misuse can be found in Appendix 6

ExamsTraining

Starting the examination

Access arrangements

- Before candidates can start the examination, the invigilator must always be aware of any access arrangements being provided to candidates they are invigilating

Candidate instructions

- Candidates must write their name, surname, (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on their answer booklet(s) and on any additional answer sheet(s) used. **Candidates must only do this when the invigilator's announcement is made**

Section 19.2h

Section 19.3c



Identifying candidates, section 16.4

Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded

Candidates who arrive late

- Where a candidate arrives very late for an examination centres must submit Form JCQ/VLA-Report on candidate admitted very late to the examination room

- Centres must provide the following information:
 - The time the candidate came under centre staff supervision
 - Any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the exam

Equipment

- ▶ You must bring the necessary equipment to each exam as we have a limited supply of school equipment which could leave you without.
- ▶ Your equipment must be visible to the invigilators at all times so you should use a transparent pencil case or clear plastic bag
- ▶ Only black ink or ballpoint is allowed unless otherwise instructed. No eraser or correction pens are allowed

Mathematics

You will need:

- ▶ A ruler containing cm and mm markings.
- ▶ A protractor.
- ▶ A pair of compasses.
- ▶ A calculator.
- ▶ Tracing paper.

The school will provide tracing paper.

Calculators

- ▶ These must conform to the examination regulations. If in doubt you should check with your teacher beforehand
- ▶ Covers need to be removed and placed face down under your desk
- ▶ Also ensure your calculator is functioning correctly before entering the room

Other Regulations

- ▶ A small bottle of water is allowed but all labels must be removed.
- ▶ Tissues are allowed but should be removed from their packet or placed under your desk
- ▶ You should be dressed in full school uniform. Outdoor clothing e.g. coats/scarves/hoodies are not allowed.

Starting an exam

- ▶ When you have been given your exam paper, you should immediately complete the front cover making sure you complete your candidate and centre number. **Also include your teachers name at the top to help us.**
- ▶ Read through and follow the instructions and information on the front cover very carefully
- ▶ Tell an invigilator at once if you think you have been given the wrong paper, insufficient materials, a badly printed or faulty paper
- ▶ You will be told when you may start the exam

During an exam

- ▶ If you think there is a misprint in the paper you should tell an invigilator.
- ▶ If you need to go to the toilet during your exam you will need to be escorted and **you will not receive any extra time unless you have a medical condition that has been reported to Ms Davis.**
- ▶ This will not allowed for exams lasting 1 hour or less unless you have a toilet pass.
- ▶ If you finish before the end, use your time to check your work carefully and ensure any work you do not want marked is crossed through.

Legibility

- ▶ Exam boards constantly remind us of the importance of writing legibly.
- ▶ If a teacher/examiner cannot read an answer they cannot award it marks.
- ▶ Tidiness is not the same as legibility!

Finishing an exam

- ▶ You must stop writing immediately and put your pen down when the invigilator tells you to stop working. Failure to do so is malpractice.
- ▶ Make sure you have put all the necessary information on your script and any additional answer sheets and check your answers are correctly numbered and rough work has been crossed through with a single line. If you need to make any amendments you must raise your hand to ask permission to pick up your pen
- ▶ You must remain seated in silence until all papers and exam stationary have been collected and you are dismissed by an invigilator

Leaving the exam room

- ▶ You must leave the exam room in silence because you are still under exam regulations and there may be candidates still working
- ▶ One of the biggest noise problems is pushing chairs under the desks, this is unnecessary
- ▶ Another problem is the level of noise outside the exam room. You must move well away from Exam Room before talking in raised voices that can be heard inside

Emergency evacuation Procedures

- ▶ If the fire alarm sounds during an exam the invigilators will tell you what to do
- ▶ Do not panic stay seated and wait for instructions
- ▶ If you have to evacuate the room you must leave as directed by the invigilator and **in absolute silence**
- ▶ You must leave everything on your desk
- ▶ If you are able to return to the exam room, you must wait until you are instructed to re-start