

IMPORTANT INFORMATION FOR EXAMS

Exam Timetable Check

Please check that the details are correct on your exam timetable and the name shown is your legal name, as this will show on your certificate.

Inform the exams office straight away if any information is incorrect.

Where will my exam be?

Your exam room and seat number will be displayed on the exams notice board outside the exams office (T020) and outside the Sports Hall (changing room end) at the following times:

Morning exams: after 2.30pm the day before your exam. Afternoon exams: after 10.30am the same day as your exam.

For exams on a Monday, these will be displayed on the Friday before.

What to bring to your exam

- **Photographic ID** – eg. college ID, driving licence or passport. This will be checked by an exam invigilator.
- **Stationery and equipment** – please bring your own and make sure it is in a clear see-through bag or case with no writing on it. Write in black biro pen only unless otherwise stated so your paper can be marked properly
- **Water** – clear water in a clear bottle with labels removed is allowed. No other food or drink is allowed.
- **Medication** – if required. Please inform an invigilator on arrival in exams room.

What is NOT allowed

Watches, mobile phones, head phones, electronic communication or data storage devices are not allowed in the exam room. Please leave them in your bag or hand them to the invigilator before the exam starts. Mobiles must be switched off, including alarms. Any phone that makes a noise will be temporarily confiscated and the owner reported to the Exam Board. Alarms on watches must also be switched off. No food or drink is allowed apart from water in a clear bottle, unless otherwise agreed.

No unauthorised materials are to be brought into the exam room; this includes writing on the body. Infringement of these rules could result in disqualification from the exam.

The Joint Council for Qualifications (JCQ) provide *Information for Candidates* documents that can be found on the intranet or on the JCQ website.

Arriving for your exam

Please arrive 5-10 minutes before your exam start time and wait quietly outside the exam room until you are called in by an invigilator. Your exam will begin promptly at the scheduled time.

If you think you may arrive after the scheduled start time of the exam, please telephone 01208 224000 for advice.

Bag storage

Please store your belongings in your locker and only bring what is necessary to your exam. If you have nowhere to store your bag, bring it to the exam room and inform the invigilator. Please make sure all phones, watches and electronic equipment are turned off.

Good Luck!

If you have any questions, please contact the Exams Office in room T020

Email: exams@callywith.ac.uk