

IMPORTANT INFORMATION FOR EXAMS

Exam Timetable Check

Your individual exam timetable can be found on the Intranet: search your name – Timetable and Attendance – Exam statement of entry. If you have an exam clash you will be notified by email.
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 as soon as they are finalised the day before each exam.
For exams on a Monday, these will be displayed on the Friday before.

What to bring to your exam

- **Photographic ID** – e.g. 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 is allowed – no writing, pictures or labels on the bottle, no coloured liquids. No other food or drink is allowed unless approved by the exams office.
- **Medication** – if required. Please inform an invigilator on arrival in exams room.

What is NOT allowed

Watches, mobile phones, earphones, earbuds, smart glasses, tablets, electronic communication/data storage devices or similar 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. Access to unauthorised items in the exam room may be considered as malpractice and could lead to 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 15 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. A changing room by the Sports Hall will be available to store your belongings if needed – this will be kept locked during the exam. 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