

# EXAMINATION RULES AND REGULATIONS

- You are now in an exam and are under exam conditions.
- Make sure you have ID with you and that it is visible on the desk in front of you.
- Only materials listed on the front of the paper are allowed in the room.
- Pencil Cases must be transparent, if not the contents should be removed and the case placed under your desk or handed to the staff.
- Bottles must have labels removed.
- No note paper allowed, any should be placed under your desk or handed to the staff.
- Mobile phones and other digital devices such as Smartwatches, MP3, MP4 are not allowed. **They must be turned off and placed in your bag.** If you do not have a bag, place on the front desk. Penalties apply to those found in possession of such devices or to any phone that rings. The awarding body will determine the penalty for breaching these rules. Disqualification from the exam and qualification is a possibility.
- Watches must be placed on your desk.
- If you need to leave the room for any reason and wish to return, you must be accompanied. For example if you need the bathroom facilities you will be escorted.
- You must remain in the exam room for the first 30 minutes of the exam.
- Read the instructions on your paper carefully and ensure you follow them. If you do not follow the instructions the Examiner can have difficulty marking.
- You must write in black ink. Do not write in red, green or any gel pen colours or highlighters. Drawings or graphs can be in pencil.
- Rough work must be done in the answer booklet. Any work you do not want marking needs to be crossed through neatly with a single line. It must not be crossed out so that it is unreadable.
- No correcting Fluids, Tippex, Tapes, Erasable Pens.
- Writing must be readable.
- You must not speak to any other student from now on and until the exam have finished.
- If you have a question or need assistance put your hand up and one of the invigilators will come to you.
- If the fire alarm goes off, remain seated and the invigilation staff will instruct.
- The invigilators will end the examination at the allotted time. Remain seated and silent until you are told to leave. Leave quietly as others may still be working.
- If you have not already done so, complete the front of your answer booklet, remembering to sign the side strip and seal with the removable tape.