

# Examination Regulations

## Timetables

You will be issued with a timetable listing the dates and times for each of your exams. Read your timetable carefully and report any errors or omissions to Julie Howarth the Examinations Officer as soon as possible.

## Seating plans

Seating plans will be posted on the Examinations Notice board near to the main hall on the day of each exam. You must check the plan before entering the exam room and sit in the place allocated to you. Being in the right place at the right time is your responsibility.

## Punctuality

Morning exams start at **9am** and afternoon exams at **1pm** precisely. You must attend at the exam room at least 15 minutes before the start of the exam. If you are late the exam will start without you, and the Exam Board may refuse to accept the work that you do. You will not be allowed any extra time to finish.

## Lateness, illness and other circumstances

If you are too ill to attend, or unavoidably late, then you must ring college on 0161 231 9200 as soon as possible.

If you are taken ill at college, have any significant health concerns or other genuine problems affecting your performance you must see the exams officer as soon as possible.

If you feel unwell during an examination let an invigilator know immediately.

The Examination Board may take your circumstances into account, but only if you follow the guidance above. Under no circumstances can we deal with any issues that are brought to our attention after the end of your exams.

## **Authorised materials**

You are only allowed to bring the following equipment into any exam:

- Normal writing equipment either loose or in a completely see-through pencil case or bag
- A calculator (although not permitted in all exams)
- Subject –specific materials such as preparation sheets or set texts only if specifically instructed
- A drink of water but only in a re-sealable container and with any label removed
- Single tissues

Anything other than these items is regarded as 'unauthorised material' by the Exam Boards and must not be in your possession in either a written exam or speaking test. This includes but is not limited to:

- Mobile phone (must be in your bag and switched off)
- MP3 or 4 players/ipods/any other electronic equipment
- Earphones
- Notes of any description
- Dictionaries

- Calculator lids, cases and/or instruction leaflets
  
- Coats or any other outdoor clothing
  
- Blotting paper
  
- Tissues in packets
  
- You can face disqualification by the Exam Boards if you do not follow this rule, even if you have not attempted to use the items for dishonest reasons.

## **Conduct**

Once you have entered the exam room you must not communicate with candidates in any way. You may only speak to the invigilators.

You must have your college ID with you for every exam. It must be placed on your desk so that the invigilator can identify you against the register. **Candidates will not be allowed in the exam room without their College ID.**

Once seated you should face the front at all times and ensure you only look at your own work. To avoid any misunderstanding, do not look towards candidates in the rows on either side of you or behind you.

Your conduct in the exam room must not disturb or distract any other candidates. Remain silent until you have left the room at the end of the exam and respect the fact that there may still be candidates working.

## **Basics**

- Never write in your answer booklet until you have been instructed to do so, not even to fill in your candidates details.
  
- Always check that you have been given the correct question paper for your subject and unit and that you have everything listed. Note the time allowed and read all instructions carefully.

- Ensure you fill in answer books and any supplementary sheets according to instructions.
- If you need to attract an invigilator's attention at any point in the exam, raise your hand.

### **Acceptable writing equipment**

- Black ink or ballpoint pen only (blue is not allowed)
- Coloured pencils/inks only for maps, charts etc. (unless instructed otherwise)
- Pencil – only for graphs and diagrams
- Highlighters – only on the question paper not in your answers
- Completely see-through pencil case or plastic bag

Any other type of writing equipment is not allowed.

### **Fire alarm**

If the fire alarm sounds, remain silent and listen to the instructions given to you by the Senior Invigilator. Exam conditions continue to apply even if there is an evacuation. You must not communicate with other candidates at all and if you do so it is likely that the Exam Board will disqualify you from that exam.

### **At the end of an exam**

You are not allowed to leave an exam before that stated finish time even if you have finished working.

When the invigilator tells you to stop writing you must do so straight away. You must not attempt to finish a question or a sentence and should immediately close your answer book.

If you are unsure about any of these rules then please see Julie Howarth Examinations Officer.