



Joint Council for
Qualifications CIC

Exams 2024-2025

What you NEED and MUST know

Aim to arrive at school 15 minutes prior to an exam **AT THE VERY LATEST!** It is much better to leave yourself a safety margin on timings in case of problems with the journey.

Uniform

MUST be worn for all exams



Mock Exam November 2024 timings

- Morning- be over in the dining room at 0830
- Exams will start PROMPTLY at 9am
- Afternoon- be over by the dining room at 12.55pm
- Exams will start PROMPTLY as soon as possible



Seating Plans

- These will be available in advance, copy in the dining room, copy outside the Main Hall. Any issues, please see Mrs Martin
- Please familiarise yourself with where you are seated for each exam, this may change with each exam depending on pupil number, it may not be the same seat every time.
- Try to be calm before the exam, there are now no special arrangements for anyone getting nervous/anxious on the day, it is not permitted to sit anyone away from main cohort, unless certain access arrangements are in place for individuals.
- If you decide not to go in the exam room on the day, you will get charged for that exam.



Use of Mobile Phones, Smartwatches, Smart glasses or ipods



“Phones – Students must not have mobile phones, smartwatches, smart glasses or ipods in their possession (either on or off). They must be switched off in your bag and stored away.”
The school accepts NO responsibility for the loss or damage to phones

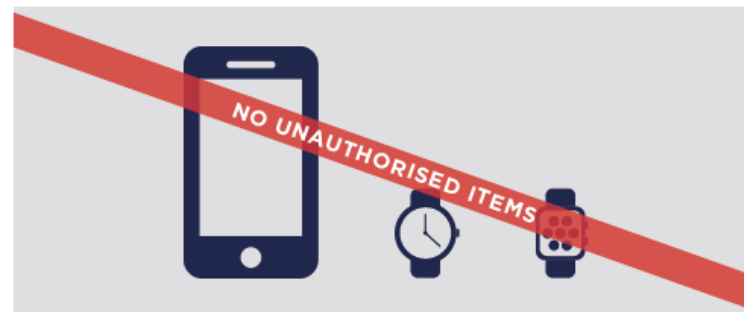


This is very important – if a phone is found, there is a good chance that all of the whole exam series will be cancelled.”

TO BE SAFE – LEAVE YOUR PHONE AT HOME you do not
NEED it for the exam!

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Equipment allowed in to the exam room

You should bring;

- black pens, not retractable
- pencils
- rubber
- Maths equipment
- calculator if allowed for that paper and any other writing equipment needed for your exams.
- Only clear pencil cases are allowed on your desk, any others should be left in your bag
- Highlighters for English Literature paper
- Correction fluid must NOT be used.



The school is not responsible for your equipment

Inside the Exam Hall

There is absolutely NO talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.

Do not turn around or contact other students



- NO food in exam hall.
- Water bottles are allowed in the exam hall if necessary.

These should be clear bottles with a spill-proof cap.

There should be NO label on the bottle

REMEMBER!

You will not be allowed to leave the exam hall during the exam.



Illness of the day of your exam

- If you are genuinely VERY ill and unable to attend an exam, it is vital that you telephone the school straightaway.
- You really don't want to miss any exam for any reason.
- If you miss an exam through illness, you must have a doctor's letter detailing your symptoms and illness, signed and dated from the doctor.
- Please be aware that if you do not attend an exam without a valid reason, you will be charged for that exam. If in doubt – phone Mrs Martin



Fire Alarms

In the unlikely event of the fire alarm sounding,

- Remain seated
- Do not panic
- Be guided by the invigilators
- Do not talk
- You will be registered separately to the main school



Information for Candidates Literature

The following JCQ documents have been emailed home, please ensure you read them and ensure you are aware of the rules for the awarding bodies:

- Non-examination assessments 2024-2025
- Coursework 2024-2025
- Written exams 2024-2025
- Social Media 2023-2024



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