

Information for candidates

Written and onscreen tests.

With effect from 1 September 2024



Joint Council for
Qualifications CIC

Regulations - Make sure you understand the rules. If there is anything you do not understand, especially which calculator you may use, ask your teacher.	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
4	You must not have notes, a phone, watch or electronic storage device, AirPods, earphones or earbuds, iPod, MP3/4 player or similar device, smartglasses or any other smart device on or near you during an exam. Pencil cases must be see-through.
5	Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers/
7	Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
8	You must not write or draw inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
11	Your pockets must be empty. Do not put your hand in your pockets during an exam.
Information and equipment - Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams and arrive at least ten minutes before the start of each exam.
2	If you arrive late you must be accompanied into the exam room by a member of staff and report to the invigilator running the exam.
3	If you are arrive late you are not automatically entitled to be given the time that you have missed.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	You must write clearly and in black ink. Pencil, coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. Do not use a gel pen or erasable pen. Do not use a highlighter on your answers
6	Only take to your exam desk the pens, pencils, erasers and any other equipment which you need for the exam.
Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless the paper states otherwise.
2	If you use a calculator make sure it works properly, check the batteries are working correctly, clear anything stored in it, remove any parts containing instructions or formulae - eg a lid or cover. Do not bring into the exam any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
Instructions during the exam	
1	Always follow invigilator instructions first time, every time.
2	Do not start writing anything until the invigilator tells you to. Do not open the exam paper until you are told to.
3	Once instructed to, fill in all the details required on the front of the question paper and/ or the answer booklet.
4	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
5	Put up your hand to attract an invigilator's attention if you need any equipment.
6	It is your responsibility to check that you have the correct paper and tier. Tell an invigilator at once before the exam starts if you are unsure. Tell an invigilator if your paper is incomplete or badly printed.
7	If you think that something is missing, or if you need any equipment ask an invigilator.
8	Remember to write your answers within the designated sections of the answer booklet, and add your candidate details to any additional work sheets. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers
Onscreen exams	
1	Unless you are told otherwise, you must not have access to the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory
2	Check carefully that you are doing the exam in your own name - for example if another candidate's name shows on the screen advise an invigilator immediately
3	Advise an invigilator if you experience any system delays or other IT irregularities.
4	Ensure that the software closes at the end of the on-screen test.
5	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	You must not ask for, and will not be given, any explanation of the questions.
3	Put up your hand during the exam and ask an invigilator if you are not sure what to do, you feel unwell or you need more paper.
At the end of the exam	
1	Stop writing as soon as you are told to. You must not finish your sentence.
2	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order, and then inside the front cover of your answer booklet. Make sure you add your candidate details to any additional answer sheets used.
3	Do not leave the exam room until told to do so by the invigilator
4	Do not take any exam stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.