



Stockport Grammar School

Examination rules – GCSE and IGCSE

You can lose marks or even face disqualification if you do not follow these rules, so please read them carefully.

Timetables

You will be issued with a timetable listing the dates, times and locations for each of your exams. Read your timetable carefully – **being in the right place at the right time is your responsibility.**

Seating plans

Seating plans will be posted outside the exam rooms on the day of each exam. You must check the plan before entering the exam room and **sit in the place allocated to you.**

Punctuality

You must be outside the exam room, ready to go in, at least **10 minutes before the start.** If you are late, the exam will start without you and the Exam Board may refuse to accept the work that you do.

Tier changes

Your individual entry report and timetable confirms which tiers you have been entered for. If you have any concerns then see Mrs Robinson in the Examinations Office well in advance of the exam. **You will not be allowed to change tier on the day of an exam.**

Lateness, illness and other circumstances

If you are too ill to attend, or unavoidably late then you must ring school on 0161 456 9000 as soon as you can. Be clear about the fact that you have an external exam. **Do not leave a voicemail message.** Listen carefully to the advice you are given.

If you are taken ill at school, have any significant health concerns or other genuine problems affecting your performance you must see the School Nurse or Mrs Robinson in the Examinations Office as soon as possible.

If you feel unwell during an examination then 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. See side 2 for more information.
- 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 a speaking test. This includes but is not limited to:

- Mobile phone
- MP3 or 4 players/iPods/electronic equipment
- Notes of any description
- Dictionaries
- Calculator lids, cases and/or instruction leaflets
- Bags and coats (only normal indoor school uniform is allowed)
- Blotting paper
- Tissues in packets

Mobile Phones and other electronic equipment

It is preferable that you don't bring your phone etc. into an exam at all. However, if you do you must **switch it fully off** and place it in one of the designated boxes in the exam room. **Sensitive phones** (mainly Blackberries) that may be easily switched back on by accident **must have their batteries removed.**

School Uniform

You are expected to wear full indoor uniform. **If you arrive without the correct uniform you may not be allowed to sit the exam until you are properly dressed.** Bags, coats, hats, scarves and gloves are not allowed into the exam room.

Conduct

Once you have entered the exam room **you must not communicate with other candidates in any way.** You may only speak to the invigilators. Once seated you should face the front at all times and ensure that you look only at your own work. To avoid any misunderstanding, do not look toward 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 on your answer book until you have been instructed to do so, not even to fill in your candidate 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 for the exam and read all the instructions carefully.

Ensure you fill in answer books and any supplementary sheets according to the instructions. This may include writing the question numbers that you have attempted and the total number of sheets you have used.

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 you are instructed otherwise)
- Pencil – only for graphs and diagrams (use black pen for rough notes and calculations)
- Highlighters – only on the question paper not in your answers
- Completely see-through pencil cases/plastic bags only to be used

Unacceptable writing equipment:

- Blue pen
- Erasable pens
- Gel pens of any colour (including black)
- Correction pens, fluid or tape
- Pale coloured pencils/inks (i.e. pastel colours that do not easily show up)

Calculators

Where calculators are permitted it is your responsibility to provide your own of a suitable size and to ensure it has sufficient battery life. Calculator memories must be cleared as the use of information stored in the memory is an infringement of the regulations. **Calculators may be subject to spot checks.**

You are not allowed to borrow a calculator from another candidate during the exam.

Rough working

Rough working should be done in your answer book and neatly crossed through, not obliterated, if you wish it to be discounted. You are not allowed extra paper for rough working. **Do not make any notes on your hands or arms** as this may be misunderstood as notes you have brought into the exam with you.

Toilet breaks

If you need to go to the toilet, attract an invigilator's attention as soon as possible. They may need to call for someone to supervise and you will have to wait for that person to arrive before you can leave the room. You are not permitted any extra time at the end of an exam as a result of taking a toilet break.

Drinks

Only **water** in re-sealable containers is allowed in the exam room. You must **remove bottle labels** before entering. Any bottles containing anything other than water or with labels on will be taken away from you. Chewing gum and sweets are not allowed.

Fire Alarm

If the alarm sounds, remain silent and listen to the instructions given to you by the 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.

Access Arrangements

If you have been permitted an Access Arrangement, please make sure you are fully aware of how it will operate in each exam. If in doubt, see Mrs Robinson in the Examinations Office.

At the end of an exam

You are not allowed to leave the exam before the 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. You must fill in your candidate details on supplementary booklets or sheets at this point and make sure they are secured to your main answer book with the treasury tag that an invigilator will supply.

Help the invigilators by holding up your completed papers (and any other materials) for collection.

If you are unsure about any of these rules then please see Mrs Robinson in the Examinations Office.

*There is more advice about examination, coursework and controlled assessment rules contained in the **JCQ Warning to Candidates**, the **JCQ Information to Candidates (written examinations)**, the **JCQ Information for Candidates (controlled assessment)** and the **CIE Candidate Instructions Booklet** which can be found on the school website in the Senior School section, under Exam information. If you do not have access to the internet you can get paper copies from Mrs Robinson in the Examinations Office. You should familiarise yourself with these documents as ignorance is no defence if you break a rule.*