



Exam Guidelines and Regulations

Where you will take your examinations

All examinations will take place in the Sports Hall with other rooms used for candidates requiring access arrangements.

Where you will sit in the exam room

Candidate desks are arranged in a grid of columns and rows that will be marked by letter and number as they have been during mock examinations.

- *Candidates are seated by the paper being taken and by candidate number within that group.*
- *You can use the seating plan displayed outside the room to help locate your desk, your seat number will also be on your Exam Timetable.*
- *If you need any assistance then ask an invigilator*

What time your exams will start and finish

To maintain the security of the examination, all candidates sitting general qualifications examinations must start:

- question papers scheduled for a morning session no earlier than 8.30am and no later than 9.30am;
- question papers scheduled for an afternoon session no earlier than 1.00pm and no later than 2.00pm;

unless they have a timetable clash.

- ***The KAA morning session will begin at 9.00am***
- ***The KAA afternoon session will begin at 2.00pm***
- *KAA insists that candidates remain in examination rooms for the full time allocated for the paper*

Exam conditions

Conditions for examinations will reflect the same conditions used for mock examinations.

- *You should make sure that you are present, outside the venue at least 15 minutes before the published start time*
- *You will wait outside until invited into the examination room*
- *Details of the examinations taking place will be posted on the board outside the room*
- *This will include a seating plan that should help you to find your desk swiftly*
- *Candidates are under exam conditions from the moment they enter the examination room until they are given permission to leave by the invigilator*
- *Candidates must listen to and follow the instructions of the invigilator at all times in the exam room*
- *Candidates must not communicate with other candidates*
- *The centre number, start and finish times (plus any adjustments for candidates with extra time) will be displayed in the examination room*
- *Candidates are responsible for producing legible handwriting in their exams*
- *You must raise your hand if you require any additional answer sheets*

What you should wear for your exams

Examination days are to be treated as any other school day: as such, Year 11 students are expected to sit their exams in full school uniform.

What equipment you need to bring to your examinations

Make sure you read the JCQ document Information for candidates – for written examinations.

What to bring	
✓	Pens with black ink
✓	HB pencils
✓	Pencil sharpener
✓	Eraser
✓	See-through pencil case
✓	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.
✓	Calculator unless told otherwise

If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.

Using calculators

- Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered; ○ free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason;* • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

What you should not bring into the examination room

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.

What not to bring	
X	Notes
X	Calculator cases/instruction leaflets
X	Potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a smartwatch.
X	Students must not bring a wristwatch of any kind.
X	Any instrument which can capture a digital image
X	Correcting pens, fluid or tape
X	Highlighters or pale coloured gel pens for use in answers (highlighters <i>can</i> be used to mark question papers)
X	Erasable pens

Food and drink in examination rooms

Remember that fizzy drinks, chewing gum and sweets are banned from KAA. You may bring a see through bottle of water with you: all labels must be removed. It is your responsibility to make sure that you are well-nourished in preparation for examinations.