

## **BFL: Examinations**

### **A. Regulations**

**Make sure you know the rules.**

**The information sheet below has been written to help you. Read it carefully and do what you are asked.**

A1. You must be on time for all exams. If you are late you may not be allowed the full time for the exam.

A2. You must not become involved in any unfair or dishonest practice in any part of the exam or in any behaviour which distracts or disrupts the work of other students.

A3. You may take into the exam only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal stereos/TV, electronic or radio communication devices, **including mobile telephones**. If you have brought a mobile telephone to school, it should not be brought into the examination room. Any pencil cases taken into the room must be transparent. Possession of unauthorised material is an infringement of the regulations even if you do not intend to use it and will be subject to penalty and possible disqualification.

A4. Correcting pens fluid must not be used

A5. You must not talk to or otherwise communicate with or disturb other students once the exam has started.

A6. If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.

### **B. Information**

#### *MAKE SURE YOU ATTEND*

B1. Know the dates and times of your exams

B2. Arrive at least ten minutes before the start of each examination

B3. If you arrive late for an examination, report to the Invigilator running the examination.

B4. If you arrive more than an hour after the published start time for the examination, you will not normally be allowed to take it.

#### *BRING WHAT YOU NEED*

B5. Take into the examination room the pens, pencils, rubbers and any instruments which you need for the examination.

B6. You should write in blue or black ink or ballpoint pen

B7. You cannot borrow anything from other students during the examination.

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## **C. Calculators, Dictionaries and Computer Spell-checkers**

C1. You may use a calculator, unless you are told not to.

C2. If you are not sure whether you can use your **type** of calculator, ask your teacher

C3. If you use a calculator:

- Make sure it works properly and that any batteries it requires are working.
- Clear anything stored in it.
- Remove parts such as cases, lids or covers which have printed instructions or formulae.
- Do not bring into the examination room any operating instructions or prepared programs.

C4. You must not use a dictionary or computer spell-checker unless you are told that you may do so.

## **D. Examination Instructions**

D1. Follow instructions given by the Invigilator.

D2. Tell the Invigilator if you think you have not been given the right paper or materials.

D3. Follow the instructions given on the question paper.

D4. Fill in the details on the front of your answer paper before the start of the exam

D5. Do any rough work on exam stationery. Cross it through and hand it in with your answers.

## **E. Advice and Assistance**

E1. If you feel your work is affected by ill health or any other reason on the day of the exam, tell the Invigilator.

E2. Put up your hand and ask for assistance if

- You need more paper
- You are unsure what you should do
- You feel ill

E3. You must not ask for, and will not be given, any explanation of the question (or answers).

## **F. The end of the Examination**

F1. If you have used more than one answer booklet and/or any loose paper, you must place them in the correct order. Fasten them together with strings or tags before you leave.

F2. You must not leave the examination room until the Invigilator tells you to do so. You must leave in silence as other students may still be working.

F3. You must not take any materials or stationery, used or unused or rough work from the examination room.

If you have any questions, please see the Examinations Manager in A21.

## **BFL IN THE EXAMINATIONS ROOM**

# **CONSEQUENCES**

**MISBEHAVIOUR IN OR AROUND THE EXAMINATIONS ROOM/S DURING EXTERNAL OR INTERNAL EXAMS IS REGARDED VERY SERIOUSLY.**

**Consequence 3 (C3) will be given for any breaches of the Regulations and for any misbehaviour in or around the Examination Room/s.**

**Consequence 4 (C4) will be given for any more serious breaches of the regulations, such as:**

- ❖ Being involved in, or attempting to become involved in any unfair or dishonest practice in the examination.**
- ❖ Being responsible for a mobile telephone ringing in the examination room.**
- ❖ A second C3**