

**ALWAYS HAVE A BLACK PEN (OR TWO)** – The exam boards state that, except where indicated otherwise, all exams must be completed in black pen this is to make them easier to scan for marking purposes.

**CHECK YOUR EXAM TIMETABLE REGULARLY** – Your exam timetable is available on myLoreto well in advance of your exams starting. Make sure you check it regularly in the run up to, and during, the exam series in case of last minute changes to rooms or seating.

**KNOW YOUR CANDIDATE NUMBER** – Your candidate number is available on your exam timetable on myLoreto.

**STUDENT PHOTOGRAPHIC ID**– You will need to have an in-date photographic ID – your **Loreto student card**. This must be visible on your desk in the exam room. If you do not have photographic ID you may not be allowed to sit your exam. It is your responsibility to ensure you have this with you.

**DON'T BREAK THE RULES** – The JCQ 'Information for Candidates' notices can be found in the Exams Information area on the website and on your Timetable link on myLoreto. Make sure you read these documents carefully as any breach of the regulations is taken very seriously by the Exams Office & the Awarding Bodies and can lead to disqualification from all your examinations.

#### **COLLEGE RULES -**

Water bottles must have the **labels removed**.

- **No watches** are to be worn – there will be numerous clocks visible in each venue.
- Only **clear pencil cases** are allowed in the exam room.
- Candidates may not borrow calculators and correcting fluid must not be used in answer booklets.
- **No mobiles phones, iPods, or any other storage devices allowed**. Any candidate found with one of these devices will be reported to the Examining Body and you may be disqualified from the exam.
- Random checks will be made on calculators.
- **Bags and coats will be left at the back or side of exam rooms**- please do not have valuable items in them; any such items are brought at your own risk.
- Candidates **do not leave the exam room** until the exam has finished.

**BE PUNCTUAL**—You must arrive at the exam room at 8.45am for an AM start and 12.45pm for a PM start. Please note that Our Lady's Chapel is a 15 minute walk from college. If you are not sure where to go, ensure you are at Ball Reception 20mins before your exam starts and staff will escort you there. Make sure you allow enough time to get to college especially in the winter when bad weather can cause traffic delays.

**KNOW WHERE YOUR EXAM ROOM IS** – Exams can take place anywhere in college and also in rooms offsite so check your exam timetable carefully. Do not assume all of your exams will be in the same location or that everyone sitting the same exam will be in the same place – CHECK where you should be!

**FOLLOW INSTRUCTIONS** – Always follow the instructions given by the invigilator and make sure you read the instructions on the question paper very carefully.

**QUIET PLEASE!** – You are subject to exam regulations from the minute you enter the exam room until after all the papers have been collected and you have left the exam room so there should be no talking during this time. Please remember, as you leave your exam, that other students may still be working so leave as quietly as possible.