



Exam Procedures for GCSE Students

A few reminders and update for Exams in 2025

You must bring a valid Photo ID to the Exam

- JCQ require that all candidates are identified by a valid Photo ID prior to the start of their examinations.
- You will be supplied with a paper badge showing your legal name and your photo. This must be brought to every exam.
- If you have misplaced your provided Photo ID badge:

You can obtain a replacement paper Photo ID from Reception for use during the Exam Season.

Please ensure that you have obtained a replacement Photo ID before the start of your exams, as it will delay the start time of your exam if you need to source a Photo ID on the day of the exam.

Exam Conditions

- Ensure your bags are placed in the bag drop area at least 15 minutes prior to the start of your exam, then go to your exam.
- As soon as you enter the room, exam conditions begin and you must enter silently.
- Please put your hand up when you need to attract the invigilator's attention.
- Invigilators will use mobile phones to silently communicate with the Exams Team during an exam. This is to ensure they are communicating with the exams team without disrupting you.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

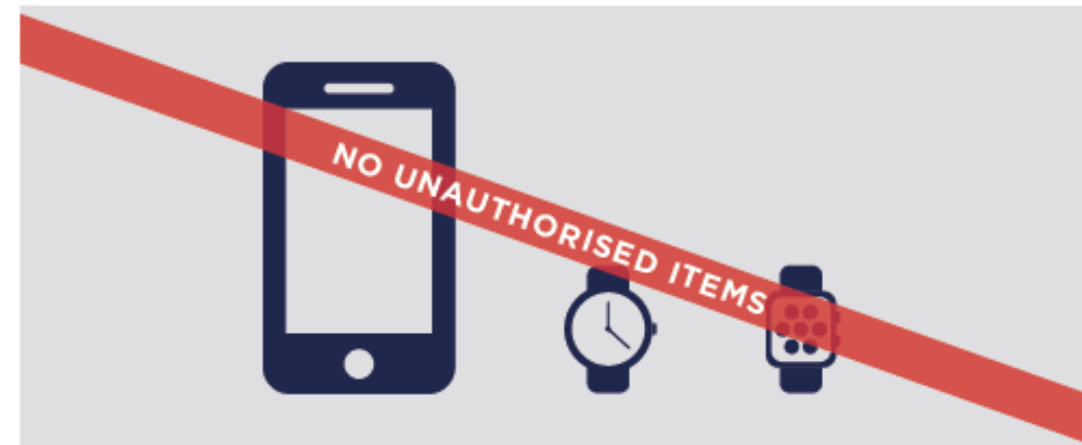
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

Entering the Exam Room

- Bring your Photo ID badge! We must make sure that the correct student is in the correct seat with the correct paper.
- Put your ID badge on the right side of your desk for invigilators to check.
- Check your pockets! Check for things such as notes, books, papers, AirPods, earphones/earbuds, iPods, mobile phones and watches/SmartWatches.
- If you have a water bottle, please note that it must be clear and have no writing or logo on it in order to be allowed in the Exam Room.
- Reminder this year – No Airpods, earphones/earbuds, or SmartGlasses

**NO MOBILE PHONES
NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

Bathroom Breaks

(Time taken for a toilet break is NOT given back at the end of the exam)

- Bathroom breaks will only be allowed in Emergencies as you will not be given time back for the time you spend outside of the exam room for a bathroom break. Please plan to avoid bathroom breaks wherever possible in your exams.
- Procedure for Bathroom Breaks:
 1. In that case, you will need to continue working while you wait for someone to arrive as the Invigilators in the room will not be taking you to the bathroom. Continue working while you wait.
 2. The bathroom will be checked before you enter by Exams Staff and you will have to turn out your pockets to ensure that you are not carrying anything to the bathroom.
 3. The bathroom will then be checked by Exams Staff after you leave and you will have to turn out your pockets again to ensure that you have not obtained anything from the bathroom.
- No bathroom breaks will be allowed in the last 15 minutes of an exam as Invigilators are preparing for the end of the exam.